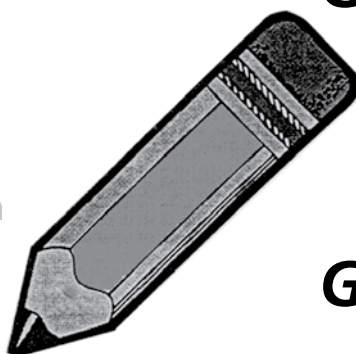


Missouri Assessment Program

Grade-Level Assessments Test Coordinator's Manual

*English Language Arts
Grades 3, 4, 5, 6, 7, 8*



*Mathematics
Grades 3, 4, 5, 6, 7, 8*

*Science
Grades 5, 8*

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This Test Coordinator's Manual is NOT a secure document. All administrators should read this manual before administering the test.

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1.0 Change Log

1.1 Posting Dates/Version Numbers

Date Updated	Description	Version
10/4/21	Initial Posting	1

Table 1.1

2.0 About the Assessment

The *Test Coordinator's Manual (TCM)* provides detailed instructions for administering the Missouri Assessment Program (MAP) Grade-Level Assessments. The manual includes instructions for test preparation and post-test administration procedures. District Test Coordinators (DTCs) and School Test Coordinators (STCs) should thoroughly read the manual and view trainings before administering the tests.

The Grade-Level Assessments are yearly tests that measure specific skills defined for each grade based on the Missouri Learning Standards. All students in Grades 3–8 in Missouri public and charter schools take the Grade-Level Assessments. English Language Arts (ELA) and Mathematics assessments are given in Grades 3–8. Science is administered in Grades 5 and 8. The responsibility and authority for testing students belongs to the school district.

2.1 Design of the Assessments

- The Missouri State Board of Education identified the following purposes for the MAP Grade-Level Assessments:
 - Measuring and reflecting student mastery toward post-secondary readiness
 - Identifying students' strengths and weaknesses
 - Communicating expectations for all students
 - Serving as the basis for state and national accountability plans
 - Evaluating programs
 - Providing professional development for teachers
- The MAP Grade-Level Assessments are designed to adapt testing to the needs of Missouri districts, schools, teachers, and students, while meeting state and federal requirements.
- The Missouri Department of Elementary and Secondary Education (DESE) uses the information obtained through the MAP Grade-Level Assessments to monitor the progress of Missouri's students in meeting the Missouri Learning Standards, to inform the public and the state legislature about students' performance, and to help make informed decisions about educational issues.
- Data Recognition Corporation (DRC) and DESE are collaborating to deliver Missouri's Spring 2022 Grade-Level Assessments. Missouri educators will use DRC's INSIGHT Portal or simply the Portal (formerly known as eDIRECT) online platform for enrollment and test administration and INSIGHT for test delivery. DRC will also provide handscoring and reporting services. These cooperative efforts and systems comprise a fully integrated assessment platform to meet the needs of school districts, educators, students, and other Missouri stakeholders.

- The Spring 2022 MAP Grade-Level Assessments include the following:
 - English Language Arts Assessment for Grades 3–8
 - Mathematics Assessment for Grades 3–8
 - Science Assessment for Grades 5 and 8
- The English Language Arts Assessments consist of either three sessions (in Grades 3, 5, 6, and 7) or four sessions (in Grades 4 and 8). At Grades 4 and 8, the first session contains passage-based items, including a passage-based writing prompt. Scoring rubrics are posted on the DESE website at <https://dese.mo.gov/college-career-readiness/assessment/grade-level>. All sessions contain selected-response and technology-enhanced items.
- The Mathematics Assessments consist of three sessions. The first and second sessions contain selected-response items and technology-enhanced items. The third session contains a performance event.
- The Science Assessments consist of two sessions. Both sessions contain constructed-response items, multiple-choice items, and technology-enhanced items.
- Specifics about timing guidelines for all content areas can be found in section 3.2 and additional information on item types can be found in section 2.5.
- All MAP Grade-Level Assessments are available only in INSIGHT, the secure online browser, unless a Large Print, Braille, or paper/pencil edition is required by the student as an accommodation. **For students needing one of these versions, Test Examiners will be responsible for transcribing student responses into INSIGHT.**

2.2 Changes to the Assessment

The following changes have been made for the 2021–2022 school year:

- Students will not be automatically registered for the Practice Forms. Districts will need to add students manually following the instructions provided in Appendix H.

2.3 Contact Information

Contact	Phone	Email	For Questions About
DRC	800-544-9868	maphelpdesk@datarecognitioncorp.com	Test Administration or Technical Issues
DESE Assessment	573-751-3545	assessment@dese.mo.gov	Testing policy and procedures
DESE School Improvement	573-751-4426	msip@dese.mo.gov	Accountability, APR and Data Releases
DESE Data System Management	573-522-3207	dsm@dese.mo.gov	Pre-Coding

Table 2.1

2.4 Glossary of Terms

Term	Description
Accommodations	Changes in procedures or materials that increase equitable access to the MAP Grade-Level Assessments. Assessment accommodations allow students to access assessment content to show what they know and can do. Accommodations are available for students with documented Individualized Education Programs (IEPs) or 504 Plans.
Break/Pause	Action taken by a student or Test Examiner (TE) to temporarily halt the test at any time, as needed. The online assessment provides an opportunity to pause the test for up to 20 minutes.
Constructed-Response Item Type	Test questions that require students to provide or input their response or responses using a keyboard or keypad. This type includes short answer/text input , writing prompts , and keypad input items.
INSIGHT	The secure, browser-based test engine for the MAP Grade-Level Assessments.
Item	A test question or stimulus presented to a student to elicit a response.
Online Tools Training (OTTs)	The OTTs allow students to become familiar with testing on a computer/device and to experiment with the features available during an actual test. The OTT is NOT designed to demonstrate complete coverage of the tested content, and it is NOT scored. Rather, items have been chosen to demonstrate online assessment features and uses.

Term	Description
Performance Event	Performance Events (PE) are included in the MAP Grade-Level Mathematics Assessments. The PEs are designed to provide students with an opportunity to demonstrate their ability to apply their knowledge and higher-order thinking skills to explore and analyze a complex scenario. A performance event may contain a variety of item types.
Portal	DRC's online administrative platform from which district personnel will manage the assessments.
Selected-Response Item Type	Test questions that require students to respond to a stem by selecting an appropriate response or responses, usually from answers provided. This type includes multiple-choice, matching, multi-select, and evidence-based selected-response items.
Stimulus/Stimuli	Material or materials used in the test context, which form the basis for assessing the knowledge and skills of students. Many items/tasks for the assessments include a stimulus along with a set of questions to which the student responds. Examples of stimuli include, but are not limited to, traditional reading passages/texts viewed on a computer screen, images with audio presentations, and simulated web pages.
Technology-Enhanced Items	Test questions that capitalize on technology to collect evidence through a non-traditional response type. This item type includes drag and drop, drop-down menu, matching, hot spots, graphing, bar graphing, line graphing, number lines, line plots, clock input, and angle drawing .
Tutorials	Tutorials use pictures, motion, and sound to present visual and verbal descriptions of the properties and features of the INSIGHT online testing system.
Universal Tools	Universal tools are available to students based on student preference and selection. Some tools, such as a ruler and sticky notes, are embedded in the online system, while others, such as a physical thesaurus and scratch paper, are external to the system. The availability of particular universal tools varies by item.
Writing Prompt	A special type of item that appears in the Grades 4 and 8 ELA Assessments that requires students to demonstrate their writing proficiency via an open-ended writing prompt.

Table 2.2

2.5 Item Types

As students engage with the online MAP Grade-Level Assessments through INSIGHT, they will be asked test questions that require them to use technology to respond in several ways, some of which may be new to the test-takers. The following table lists the different item types and briefly describes each one. The Online Tools Training (OTT) and Tutorials provide an opportunity to see examples of the item types administered on the assessments.

Type of Item	Brief Description of How to Respond	ELA	Math	Science
Angle Drawing	Select and drag the ray within the response area.		✓	
Bar Graph	Select the height of the bar or bars in the response area.		✓	✓
Clock Input	Use a drop-down menu to indicate the hour or minute hand. Select and drag the hand or hands within the response area.		✓	
Drag and Drop	Click and drag an object to the appropriate location in the response area.	✓	✓	✓
Drop-Down Menu	Select an answer from a drop-down menu.	✓	✓	✓
Evidence-Based Selected-Response (EBSR), multi-part items	This item type has two parts. Each part may consist of one of three item types: Multiple Choice, Multi-select, and Hot Text. See those item types for descriptions of how to respond.	✓		✓
Graphing on Coordinate Grid	Plot points and/or draw lines in the response area. Use the keyboard to enter labels if required.		✓	✓
Hot Spot/Text Highlight	Highlight an option by selecting it. Select one or more options.	✓	✓	✓
Keypad Input	Select buttons representing numbers and mathematic symbols to create a numeric response or equation.		✓	
Line Plot	Respond by marking an X in the response area.		✓	

Type of Item	Brief Description of How to Respond	ELA	Math	Science
Matching (with connecting lines)	Select an option from the first column and then select the corresponding option from the second column to create a line between them. You can match more than one corresponding option in the second column.		✓	
Matching Table (with a variation True/False or Yes/No)	Select a checkbox corresponding to an option in a table cell.		✓	✓
Multiple Choice	Select the radio button corresponding to one of four options. Select only one option.	✓	✓	✓
Multi-select	Select a radio button corresponding to an option. Mark one or more options.	✓	✓	✓
Number Lines	Plot points and/or draw lines on the number line.		✓	
Performance Event	Respond via keyboard and Equation Builder.		✓	
Text Input/Constructed Response	Respond via keyboard entry. Science and Math items may include an Equation Builder.		✓	✓
Writing Prompt	Respond via keyboard entry using text formatting buttons.	✓		

Table 2.3

3.0 Dates/Timing

3.1 Schedule of Important Dates

Pre-Code Window	Student Test Setup Available in the Portal	MAP Grade-Level Assessment Test Window
Window 1: January 24 – February 7, 2022	February 21, 2022	April 4 – May 27, 2022
Window 2: February 10 – February 25, 2022	March 7, 2022	
Window 3: February 28 – March 14, 2022	March 21, 2022	

Table 3.1

For information about pre-coding, please see Appendix H of this manual.

Date(s)	Event	Notes
January 3, 2022	Test administration portal opens.	
January 3, 2022– January 28, 2022	DTCs provide district test window, purchase order numbers, and Large Print and Braille orders through Portal Enrollments.	For information about enrollments, see the Summative <i>Portal User Guide – User Management</i> , available on the Documents page of the Portal.
January 3, 2022– April 1, 2022	STCs and District Information Technology Coordinators (DITCs) coordinate the installation of the COS Service Device, INSIGHT on all student workstations, and complete the System Readiness Check for all testing devices.	For more information on installing INSIGHT and the System Readiness Check please see <i>Using the System Readiness Check in Volume IV of the INSIGHT Technology User Guide</i> . The System Readiness Check must be completed for all testing devices before the statewide administration window begins on April 4, 2022. COS Service Device installers are available on the Portal under My Applications > General Information > Downloads. Both the COS Service Device and the INSIGHT Secure Browser must be installed/ updated in order to avoid issues during testing.

Date(s)	Event	Notes
February 21, 2022	Student test setup available from Pre-code File window 1.	For information about pre-coding, please see Appendix H of this manual. Accommodations and some universal tools must be marked prior to testing.
March 7, 2022	Student Test Setup available from Pre-code File window 2.	For information about pre-coding, please see Appendix H of this manual. Accommodations and some universal tools must be marked prior to testing.
March 21, 2022	Student Test Setup available from Pre-code File window 3. Large Print and Braille Test Kits ordered during the Enrollment window arrive at districts.	For information about pre-coding, please see Appendix H of this manual. Accommodations and some universal tools must be marked prior to testing.
March 22, 2022– May 20, 2022	DTCs order additional Large Print and Braille materials through Portal Additional Materials.	For more information on ordering Large Print and Braille materials, see section 4.2.
April 11, 2022– June 17, 2022	DTCs order printed Individual Student Reports (ISRs) and printed Student Report Labels through Portal Enrollments.	For more information on ordering printed ISRs and student labels see section 8.10.
May 31, 2022	Deadline for DTCs to schedule pickup of Large Print, Braille, and paper/pencil test books.	Materials must be picked up no later than June 6, 2022.

Table 3.2

3.2 Timing Guidelines

Timing guidelines are estimates of how long it will take students to complete each component of the assessment. Some students may complete the assessment in times that vary from the recommended durations. Districts should plan for flexibility in their schedules to accommodate students that may take more time than noted. This might include moving students taking longer than expected to another room to finish or allowing students to move directly to their next class rather than holding students until all have finished.

There is no time limit for any assessment.

The provided times do not include time needed to start computers, log in students, go through directions, etc. They also do not include time for students to complete the OTTs or view the tutorials.

Headphones are required for all students using text-to-speech.

The ELA secure practice form in all grades has four sessions. Session 1 contains the Writing Prompt (100–130 minutes). For ELA in grades 3, 5, 6 and 7 only, the guidelines listed in Table 3.3 should be shifted forward one session (e.g., the session labeled Session 1 in the table is Session 2 in the practice form).

Spring 2022 Timing Guidelines – MAP Grade-Level

Grade	Session 1	Session 2	Session 3	Session 4
3 ELA	45–105 minutes	25–55 minutes	15–35 minutes Listening Strand – Headphones required	
3 Math	30–55 minutes Calculators not allowed	30–55 minutes Calculators not allowed	15–30 minutes Performance Event Calculators not allowed	
4 ELA	100–130 minutes Writing Prompt	40–90 minutes	15–40 minutes	15–35 minutes Listening Strand – Headphones required
4 Math	30–55 minutes Calculators not allowed	30–55 minutes Calculators not allowed	15–30 minutes Performance Event Calculators not allowed	
5 ELA	45–95 minutes	25–50 minutes	15–35 minutes Listening Strand – Headphones required	
5 Math	35–60 minutes Calculators not allowed	35–60 minutes Calculators not allowed	15–30 minutes Performance Event Calculators not allowed	
5 Science	60–80 minutes Calculators allowed	60–80 minutes Calculators allowed		
6 ELA	40–95 minutes	20–40 minutes	15–30 minutes Listening Strand – Headphones required	
6 Math	30–50 minutes Calculators allowed	30–50 minutes Calculators allowed	30–40 minutes Performance Event Calculators allowed	
7 ELA	40–80 minutes	20–40 minutes	15–25 minutes Listening Strand – Headphones required	
7 Math	30–50 minutes Calculators allowed	30–50 minutes Calculators allowed	30–40 minutes Performance Event Calculators allowed	

Grade	Session 1	Session 2	Session 3	Session 4
8 ELA	100–130 minutes Writing Prompt	35–75 minutes	15–25 minutes	15–25 minutes Listening Strand – Headphones required
8 Math	30–50 minutes Calculators allowed	30–50 minutes Calculators allowed	30–40 minutes Performance Event Calculators allowed	
8 Science	55–75 minutes Calculators allowed	55–75 minutes Calculators allowed		

Table 3.3

3.3 Scheduling the Assessment

When setting the testing schedule, here are some points to remember:

- Ensure the secure browser has been installed properly on all workstations. See the *DRC INSIGHT Technology User Guide, Volumes I–V* for specifics.
- All testing should be completed during the district test window defined in the Portal and must be completed during the state testing window.
- Students can take assessments in the test window on weekdays between the hours of 6:30 A.M. and 10:00 P.M.
- Ensure there is enough time for students to finish testing at the end of the day.
- Within each test there are sessions. A student may not return to a session once it has been completed and submitted.
- Based on student need, students are not required to take a single session of an assessment on the same day or in the same sitting, although it is recommended. The entire assessment **MUST** be completed during the district testing window.
- Remember that the timing guidelines presented by DESE are simply averages. Some students may take less or more time than the presented time. Have a plan ready for these situations. This might include moving students taking longer than expected to another room to finish or allowing students to move directly to their next class rather than holding students until all have finished.
- For the performance events and writing prompts, students may be best served by sequential, uninterrupted time that may exceed the time allotted in a student's schedule.
- Minimize the amount of time between beginning and completing each test within a content area.
- Breaks can be provided during the test session using the software's "Pause" feature. If the test is paused for more than 20 minutes, the student will need to log back into the session.
- Parents and guardians should be informed of the district Grade-Level Assessment schedule so they can help ensure their students are present on the day(s) of testing (without scheduled appointments or vacation days during the testing window) and prepared with the proper materials that may not be provided by the district.

4.0 Special Population

All public school and charter students, excluding those students who qualify for MAP-A, **MUST** participate in required Grade-Level Assessments. The majority of students take the online Grade-Level Assessments for their grade, with some exceptions. Please see the descriptions below to help make those determinations.

4.1 Paper Testing

For special circumstances that require students to test on paper, a paper/pencil edition is available. To activate the paper/pencil-edition print function, Test Examiners access the Test Setup feature in the Portal to mark the applicable accommodation and code for students who require the paper version of the test. Once accommodations are assigned, the Test Examiner will contact the Test Coordinator to generate a paper version.

Reasons for using Paper/Pencil Assessment

Reason	Instructions
Student has IEP/504 Plan that allows use of Paper/Pencil Assessment	Mark code A102 for Paper/Based Assessment.
EL student is using Read Aloud – Native Language (S111) and the translator needs access to the assessment prior to administration to conduct translation services	Mark code A102. Follow directions found in section 7.4.
Student is in an off-site non-district building (e.g., hospital, juvenile facility, etc.) and cannot take the assessment online	Mark code S112. NOTE: There is a \$15 charge to the district for each printed Paper/Pencil assessment not required by an IEP.
Student has Read Aloud – Human Reader and the examiner would like to read from a Paper copy of the assessment	Mark code S112. If using this for a group, choose this tool for just ONE student in the group. That student should still take the assessment online. NOTE: There is a \$15 charge to the district for each printed Paper/Pencil assessment not required by an IEP.

Table 4.1

The Portal will generate a unique barcode number for a paper/pencil edition prior to local printing. Each barcode number will be unique to a student for the purposes of linking the printed form to the student's record in the master database. Barcode numbers will be recorded and associated with each student's record.

Depending on the printed accommodation needed for a particular student, the unique barcode number will then become embedded into the electronic version on each page of the paper/pencil form. During local printing, the embedded barcode number will print along with each page of the paper/pencil edition.

For specific instructions regarding how to generate and download a paper/pencil edition, see section 8.7.

The Test Examiner should become familiar with the directions for administering a paper/pencil edition. The paper/pencil edition of the test is secure and should be treated as such.

After testing, student responses for those who took a paper test **must** be transcribed into the INSIGHT testing software before the district’s test window closes. For detailed information, see section 9.7.

Once testing is complete, paper assessments **must** be shipped back to DRC. For detailed information, see section 11.0.

4.2 Large Print/Braille Testing

Large Print and Braille forms can be ordered online via the Portal. Material orders must be placed between January 3, 2022, and January 28, 2022. For additional information on ordering Large Print and Braille materials, see section 8.6.

All Large Print and Braille testing materials needed to administer the assessment are included in the shipment. Large Print and Braille kits are packaged by building and shipped to the district’s office address.

The Test Examiner should become familiar with the directions for administering Large Print and Braille editions. The Large Print and Braille editions of the test are secure and should be treated as such.

After testing, student responses for those who took a Large Print or Braille test **must** be transcribed into the INSIGHT testing software before the district’s test window closes. For detailed information, see section 9.7.

Once testing is complete, Large Print and Braille assessments **must** be shipped back to DRC. For detailed information, see section 11.0.

Large Print and Braille Kit Contents

Large Print Kit	Braille Kit
<ul style="list-style-type: none">• Packing List• Cover Memo• Large Print Test Books—grade-level and content-area specific, shrink-wrapped with:<ul style="list-style-type: none">○ Regular print version○ Listening Scripts○ Administration Scripts	<ul style="list-style-type: none">• Packing List• Cover Memo• Braille Test Books—grade-level and content-area specific, shrink-wrapped with:<ul style="list-style-type: none">○ Test Administrator Notes○ Regular print version○ Listening Scripts○ Administration Scripts

Table 4.2

4.3 Homeschooled Students

Homeschooled students are allowed, but not required, to take part in the MAP Grade-Level Assessments at the discretion of the district. Homeschooled students participating in the MAP Grade-Level Assessments will take the assessment(s) online at the local school with district-approved procedures in place during the school's testing window. When a homeschooled student is entered into the Portal, the "Home School" box on the Testing Codes screen must be checked. DESE's Missouri Student Information System (MOSIS) ID field will be populated using the prefix "HOME" and six-digits (e.g., HOME987654). Individual Student Reports for home schooled students will be made available to districts for distribution, but their data will not be a part of any data download for your district.

4.4 Missouri Course Access Program (MOCAP)

Districts are required to test **all** public school students enrolled in MOCAP courses. Students taking MOCAP courses must be tested, either at home or at the school, at the discretion of the district. If the student can come to the school, the student may take the test online. If the student cannot come to the school, the student may take the test online using a district-issued device that has a Central Office Services (COS) Service Device installed. If, for any reason, the student cannot take the test online, then the student may take a paper/pencil edition of the test. Test Examiners of students taking a MOCAP course should receive training in the administration of the MAP Grade-Level Assessments. Test Examiners are responsible for ensuring the security of the tests and transcribing student responses into INSIGHT for paper/pencil tests.

4.5 Foreign Exchange Students

Foreign exchange students are allowed, but not required, to take the MAP Grade-Level Assessments at the discretion of the district.

4.6 English Learner (EL) Students

EL students who have been in the United States for less than 12 cumulative months at the time of the test administration may be exempt from ELA assessments. Please indicate this exemption in the Portal by going to My Applications > Student Management > Manage Students. Once a student is selected, go to Testing Codes, check "Yes" in the box representing EL in the U.S. less than 12 cumulative months, under GL ELA. School districts will also need to validate their April Core Data to reflect the status of their EL students. EL students must participate in all other required assessments (i.e., Mathematics & Science) regardless of the length of time they have been in the United States.

4.7 Homebound Students

Homebound students must be tested, either at home or at the school, at the discretion of the district. If the student can come to the school, the student may take the test online. If the student cannot come to the school, the student may take the test online using a district-issued device that has a Central Office Services (COS) Service Device installed. If, for any reason, the student cannot take the test online, then the student may take a paper/pencil edition of the test. Test Examiners of homebound students should receive training in the administration of the MAP Grade-Level Assessments. Test Examiners are responsible for ensuring the security of the tests and transcribing student responses into INSIGHT for paper/pencil tests.

4.8 Suspended from Campus

Students suspended from campus who have not yet been expelled must be tested. Districts may choose to bring the student in after school or when other students aren't around. If the student can come to the school, the student may take the test online. If the student cannot come to the school, the student may take the test online using a district-issued device that has a Central Office Services (COS) Service Device installed. If, for any reason, the student cannot take the test online, then the student may take a paper/pencil edition of the test. Test Examiners of students suspended from campus should receive training in the administration of the MAP Grade-Level Assessments. Test Examiners are responsible for ensuring the security of the tests and transcribing student responses into INSIGHT for paper/pencil tests.

4.9 Off-Campus Facility

Students that are in a hospital, juvenile facility or treatment facility (both in and out of state), or receiving services in off-site placements (other districts, private agencies, correctional facilities, etc.) must be tested. They may be tested in those placements if necessary, or they may come to the school of residence if possible. The DTC from the district where the student resides must make arrangements for the student to test.

If the student can come to the school, the student may take the test online. If the student cannot come to the school, the student may take the test online using a district-issued device that has a Central Office Services (COS) Service Device installed. If, for any reason, the student cannot take the test online, then the student may take a paper/pencil edition of the test. Test Examiners of off-campus students should receive training in the administration of the MAP Grade-Level Assessments. Test Examiners are responsible for ensuring the security of the tests and transcribing student responses into INSIGHT for paper/pencil tests.

4.10 Students Taking an Advanced Mathematics Course

Students taking an Algebra I, Algebra II or Geometry End-of-Course assessment do not have to take the mathematics assessment for their grade-level.

4.11 Medical Waiver

Students with serious medical and mental conditions can and do participate in the Missouri statewide assessments. However, there are rare and unique situations in which a student is unable, for medical reasons, to participate in an assessment. Federal regulations allow exceptions to participation in such situations; however, these exceptions must be made with great care.

To submit a medical waiver, the LEA must have documentation from a licensed medical provider recommending the student be exempt from statewide assessments. Additionally, the LEA must document a parent's consent to a medical waiver request.

For information on medical waiver qualification criteria go to:

<https://dese.mo.gov/quality-schools/accountability-data#MedicalWaivers>.

To submit a medical waiver contact DESE Accountability Data at 573-526-4886 or accountabilitydata@dese.mo.gov and ask for the medical waiver form.

Additionally, please indicate the medical waiver submission in the Portal by going to My Applications > Student Management > Manage Students. Once a student is selected, go to Testing Codes, check “Yes” in the box representing Medical Waiver, under the appropriate content areas.

4.12 Private School Students

Private school students may also participate in the MAP Grade-Level Assessments. A representative from the private school must contact the MAP Service Line at 1-800-544-9868. Private schools must uphold the same standardized administration procedures and security measures that Missouri public schools uphold.

5.0 Test Coordinator Responsibilities

The DTC is responsible for training all STCs, Test Examiners and other responsible district and/or school staff on MAP Grade-Level Assessment processes and procedures. If a district does not have STCs, the DTC performs the role of the STC. While the training of Test Examiners may be delegated to each building's STC, the DTC is ultimately held responsible for ensuring all associated staff are well prepared. Training includes special education teachers, proctors, translators and Test Examiners who are administering the assessments to homebound or out-of-district students. Building administrators should also receive training, so they can be aware of all that goes into state testing and ensure a proper environment for students to take the assessments.

5.1 Checklist of Test Coordinator Responsibilities

DTC	STC	Task
X	X	Review all training and manuals.
X		Set the district testing schedule.
	X	Work with examiners and building leadership to set the building testing schedule.
X		Set up accounts for STCs in the Portal.
X	X	Determine if Test Examiners will have access to the Portal.
X		If necessary, set up accounts for Test Examiners in the Portal.
X	X	Assign role/permissions in the Portal.
X		Complete student pre-code process by submitting a file to DESE of students to be tested.
X	X	Place students in testing sessions via the Portal.
X	X	Mark tools/accommodations for students in the Portal.
X		Ensure STCs are trained on state and district policies, including and especially test security.
	X	Ensure Test Examiners are trained on state and district policies, including and especially test security.
	X	Train any outside staff that will act as a translator or scribe.
X	X	Ensure that staff know who to talk to if questions arise before, during and after testing.
	X	Ensure there is an appropriate space for any physical test materials. The space should have limited access during testing and have the ability to securely store testing materials.
	X	Ensure IT staff have installed the student test client on all systems to be used for testing and have run bandwidth checks.

DTC	STC	Task
	X	Ensure that distractions are eliminated during testing – announcements, lawn maintenance, fire drills, etc.
X	X	Receive physical test materials.
X	X	Ensure the barcode numbers match the packing list.
X	X	Print test tickets for student use.
X	X	Print roster sheet for Test Examiner.
	X	Prepare all physical testing materials for Test Examiner use.
X	X	Print paper tests for students taking paper/pencil assessments.
X	X	Print listening scripts for students taking paper/pencil assessments.
	X	Transcribe answers from physical testing books to the online testing platform.
X	X	Securely destroy all scratch, grid and graph paper.
X	X	Collect all physical testing materials.
X		Return physical test materials to the vendor.

Table 5.1

5.2 Updating a Test Coordinator

To update a DTC for a district, first update the assessment contact on Screen 3 of Core Data. Then contact DESE Assessment with the new DTC information (name, email and phone). DESE Assessment will inform DRC of the change. DRC will update their systems and provide the new DTC with a username and password to access the Portal. To update an STC, contact the DTC and have them add the new STC into the Portal and assign the correct permissions.

5.3 Training Examiners/Staff

The District Test Coordinator is responsible for training all School Test Coordinators, Test Examiners, and other responsible district and/or school staff on Grade-Level Assessment processes and procedures. Prior to test administration, Test Examiners must familiarize themselves with the testing manual(s) and participate in any district-created training.

District training should be created from information found in this manual and the *Test Examiner's Manual*. Additionally, DESE provides PowerPoint slides that can be used as part of district-created training. These PowerPoint slides are not a substitution for district-created training or for reading the manuals. District training should also include local procedures such as cell phone/smart watch policy, local testing schedule, who to contact in the district with questions, etc.

Training PowerPoint slides are available on the Manuals/Training tab at <https://dese.mo.gov/college-career-readiness/assessment/grade-level>.

In addition to Test Examiners and other district staff, Transcribers and Translators must also be trained.

- For more information on the role of the transcriber, please see Guidelines for Use of a Scribe, available on the DESE Assessment page.
- Translators must go through the same training as all other Test Examiners. A Test Examiner should be part of the test administration of the student. For additional information on translation, see section 7.4.

5.4 Test Examiner Responsibilities

All Test Examiners are responsible for the following:

- Ensure all testing materials are secure at all times. **Both written and verbal discussion of specific Grade-Level Assessment items breach the security and integrity of the test.** Discussion between Test Examiners, proctors, translators, or any district staff regarding test items is not permitted.
- Ensure any additional testing materials or tools are available or provided, such as:
 - Scratch, grid, and graph paper
 - Braille paper (if provided)
 - Physical copies of Reference Sheets
- If the student is taking the session with listening items via Large Print, Braille, or Paper/Pencil, ensure you have a printed version of the ELA Listening Scripts. Talk with your STC to get a copy.
- After testing is complete:
 - Check that tests have been submitted. (If permitted)
 - Check that tests are closed in the system. (If permitted)
 - Collect the Large Print, Braille, and/or Paper/Pencil materials from the students, and prepare materials for return to the STC.
 - Transcribe Large Print, Braille, and Paper/Pencil edition responses into INSIGHT.
 - Contact the STC for guidance regarding the handling of any contaminated test materials.
 - Collect all draft, scratch, grid, graph, or Braille paper and return all used materials to the DTC/STC for secure shredding.

5.5 Avoiding Common Quality Assurance Issues

- Prior to assessing students, schools need to ensure that rooms being used for assessment are appropriate testing environments.
- The testing room should be free from content/process aides. These should either be taken off the walls or covered up. If you are questioning if you should cover something up, err on the side of caution and cover it.
- The testing room should be set up to curb cheating. For example, if students are testing close together, dividers may be used between monitors so that students cannot see their neighbor's screen.

- Signage should be placed on the door to indicate that testing is occurring so that disturbances are kept to a minimum.
- Test Examiners should ensure they are aware of which tools/accommodations students have and how those tools/accommodations work. For example, Test Examiners should be aware of which sessions a dictionary or a calculator is allowed on.
- Districts/schools should have a cell phone policy – both for students and for Test Examiners.
- Examiners should ensure that students do not have inappropriate electronics such as video game systems, smart watches and music players.
- Examiners should ensure that if physical calculators are being used that the memory is cleared prior to and immediately after testing.
- Physical test materials—test tickets and paper, large print and Braille assessments—should be kept secure at all times when not being used. They should not be left out on desks, in a drawer or closet, etc. Follow the school procedure for checking test materials in and out. Anyone handling the physical materials should be aware of the check-in and check-out procedure.
- Test coordinators should ensure that scratch/grid/graph paper is collected immediately and securely destroyed. Test Examiners should not review student work on scratch/grid/graph paper.

5.6 Test Security

Test security and ethical testing practices are essential for valid and reliable results. A test security policy must be in place for each district and charter school. The test security policy should be placed in the District's Assessment Plan, which is locally board approved annually. The accurate assessment of student achievement is a critical component of the educational process in Missouri. It is the responsibility of everyone involved in the assessment process to understand the security measures in place to avoid any intentional or unintentional unethical behavior by students or staff members. Administrators and Test Examiners are responsible for reporting any of these behaviors to district administration and/or to the DESE Assessment Section at 573-751-3545 or assessment@dese.mo.gov.

District and School Test Coordinators, Test Examiners, translators, proctors, and any other district and/or staff who have testing responsibilities must follow test security procedures. The tests **must not** be read, scored, reviewed, photocopied, duplicated, scanned, transported by students, photographed, texted, or made accessible to personnel not responsible for testing. **Both written and/or verbal discussion of specific MAP Grade-Level Assessment items breach the security and integrity of the test and may result in an invalidation or loss of scores for accountability purposes.**

Test items or answers must not be discussed with anyone at any time. Physical test materials—test tickets and Large Print, Braille, and Paper/Pencil assessments—should be kept secure at all times when not being used. They should not be left out on desks, in a drawer, in a closet, etc. Follow the school procedure for checking test materials in and out. Anyone handling the physical materials should be aware of the check-in and check-out procedure.

iPad and Tablet Security: iPads and tablets being used for testing cannot contain stored equations, functions, copied text, or any saved content at the time of the Assessments. Teachers are responsible for ensuring and verifying that iPads and tablets that have the ability to store or save any content have the clipboards cleared before and after each assessment.

5.7 Cell Phone/Smart Watch Policy

As part of your board approved assessment plan, each district shall have a cell phone/smart watch policy in place that ensures both test security and test validity. The policy should address both students and Test Examiners. Each classroom is expected to follow the district policy.

Some students use their phone to track medical issues, such as blood pressure, heart rate and blood sugar. If the student uses their phone for a medical issue, they can have it in the testing room, but it should be held on to by the Test Examiner or a test proctor and not by the student. The phone should also be setup to not disturb other students by making noise for phone calls, text messages or other non-medical alerts.

5.8 Required/Allowed Materials

- A workstation with Internet access, a monitor, mouse, and keyboard is required for each student, unless they are testing on a tablet. For information about system requirements, log into the Portal, go to My Applications>General Information and select the Downloads tab. At the bottom of the page, select the View System Requirements button.
- Student Test Tickets are required to login and take the assessment. The ticket provides secure login credentials (i.e. username and password) required for the student to use the testing software.
- Headphones are required for the last session of ELA. Headphones are also required for any content/session in which the student is using text-to-speech.
- Scratch paper and grid/graph paper are allowable for all assessments.
- Writer's Checklists are available in the INSIGHT platform during the writing prompt in ELA session 1, Grades 4 and 8, for students to access. Physical copies may also be given to students. They may be copied from the appendices of this manual or *Examiner's Manuals*. The Writer's Checklist can also be printed from the Documents page of the Portal at <https://mo.drccdirect.com>.
- Mathematics Reference Sheets and the Periodic Table of Elements are available in the INSIGHT platform at the appropriate Grades for students to access. Physical copies may also be given to students. They may be copied from the appendices of this manual or *Examiner's Manuals*. Reference sheets can also be printed from the Documents page of the Portal at <https://mo.drccdirect.com>.
- During online testing, all students may have access to a printed list of the keyboard shortcuts and icons available in INSIGHT. The list may be printed from the appendices of the *Examiner's Manuals*. The list of keyboard shortcuts and icons can also be printed from the Documents page of the Portal at <https://mo.drccdirect.com>.

5.9 Dictionary/Thesaurus/Grammar Handbook

- An English dictionary may only be used on ELA, session 1, of Grades 4 and 8 (the writing prompt). An electronic English dictionary is available in the INSIGHT platform to use on the writing prompt. A physical dictionary may also be provided to students for use on the writing prompt.
- English Learners (EL) may have access to a physical bilingual dictionary for use only on ELA, session 1, of Grades 4 and 8 (the writing prompt). If the bilingual dictionary is electronic, it may not connect to the internet. Mark code S431 in the Portal for any student using a bilingual dictionary.
- A thesaurus may only be used on ELA, session 1, of Grades 4 and 8 (the writing prompt). An electronic thesaurus is available in the INSIGHT platform to use on the writing prompt. A physical thesaurus may also be provided to students for use on the writing prompt.
- A physical grammar handbook may only be used on ELA, session 1, of Grades 4 and 8 (the writing prompt). If the grammar handbook is electronic, it may not connect to the internet. The grammar handbook must be one that is published—it cannot be a district, school or classroom created handbook.

5.10 Calculators

- Use of a calculator is **NOT** allowed in Grades 3–5 Mathematics without an accommodation as listed in the IEP/504 plan.
- A physical four-function calculator with square root and percentage functions is permitted in students in grade 3–5 Mathematics as an accommodation only. Use of this accommodation in grade 3 will result in an invalidation and the student will receive the Lowest Obtainable Scale Score (LOSS).
- Use of a calculator is allowed in Grades 6–8 Mathematics. Students can use the embedded electronic calculator or a physical calculator.
- For students in grades 6-8, a physical four-function, scientific or graphing calculator is permitted. Ideally, students should use the same calculator from the everyday classroom.
- A physical four-function calculator is permitted for students in grade 5 Science. A physical scientific calculator is permitted for students in grade 8 Science.
- Calculators cannot contain stored equations or functions at the time of the assessment. Test Examiners are responsible for ensuring and verifying that any calculator with the ability to store functions and equations have the memory cleared before and after each assessment.
- Calculators cannot have Internet connectivity or be able to connect to anyone inside or outside the classroom during testing. Students cannot use a calculator on a laptop or other portable computer, pocket organizer, cell phone, watch, device with a typewriter-style or QWERTY keyboard, electronic writing pad, or pen-input device unless a particular assistive device is required for a student and is specified on their IEP.

5.11 Prohibited Materials

Electronic devices, including any portable device that can connect to the internet or to anyone inside or outside of the classroom, must not be accessible during the testing sessions. Such items include, but are not limited to:

- cellular/mobile phones
- smart watches
- electronic music players
- digital cameras
- handheld scanners
- portable gaming devices
- any device that can connect to the internet

6.0 Test Preparation

In addition to having covered the course content, students should have experience using computers and should know how to use a computer mouse and keyboard before taking the Assessments. Students testing on a tablet device should have experience with the device in an instructional setting prior to testing. Students and teachers should review the OTTs and Tutorials (available at any time) for the Assessment(s) they will be taking. Online practice forms are also available through INSIGHT. The practice forms mirror the structure and function of the summative Grade-Level Assessments. Districts can administer practice forms to students at any time during the test window.

6.1 Tutorials

The Tutorials provide step-by-step video instructions on how to navigate the online system and give detailed explanations about the key features of the software. **The Tutorials should be reviewed at least once by Test Examiners who will supervise any of the MAP Grade-Level Assessments and by students in advance of their first test day. Allow students to repeat the Tutorials as often as desired and needed.**

Students should review the Tutorials before completing the Online Tools Training (OTT). It has been proven beneficial for schools to schedule a Tutorial session for students immediately before at least one OTT session.

If hardware availability is limited, the Tutorials may be presented to school personnel and students in a classroom using a projector and a single Internet connection.

The Tutorials can be accessed via the Online Tutorials desktop icon once the testing software has been installed. The Tutorials may also be accessed through the Portal.

Instructions for Accessing the Tutorials through the Portal

1. Navigate to the Portal, <https://mo.drcedirect.com>. (Login is not required.)
2. Under **My Applications** select **General Information**.
3. Select the **Test Tutorials** tab.
4. Select the **Play Tutorial** action button.
5. Select **Play All** or choose from different sections within the tutorial

The Tutorials walk students through the software and tools that are available. In the Tutorial, the student can move forward as directed or jump around if desired. A menu at the left of the page allows the student to select specific sections for review.

6.2 Online Tools Training

In preparation for the test and to expose students to the various item types in each content area (see section 2.5 for item types), it is highly recommended that all students access the Online Tools Training (OTT) for each content area. Each OTT is designed to provide students and educators with an opportunity to quickly familiarize themselves with the software and navigational tools that they will use with the MAP Grade-Level Assessments. The OTT for each content area includes a variety of item types. Even though a student's test form may not include every item type, the OTT provides an opportunity to practice all item types. The OTTs also include a comprehensive reflection of embedded universal tools and accommodations. The OTTs should also be provided to students with any non-embedded universal tools and accommodations as allowed on the operational assessments.

The OTTs can be accessed via the INSIGHT desktop icon once the testing software has been installed. Non-accommodated versions of the OTTs can be publicly accessed using the Google Chrome browser at <https://wbte.drctdirect.com/MO/portals/mo>.



Figure 6.1

6.3 List of INSIGHT Keyboard Shortcuts and Icons

During online testing, all students may have access to a printed list of the keyboard shortcuts and icons available in INSIGHT. The list may be printed from Appendix I of this manual or may be accessed on the **Documents** page of the Portal, <https://mo.drctdirect.com>.

6.4 Practice Forms

The Missouri Grade-Level Practice Forms are free assessments designed to mirror the spring summative assessments. Practice forms are available for use in schools and classrooms throughout the school year. The assessments are used to measure specific student strengths, areas of need, skills, and knowledge to help guide instruction.

The following pieces of the practice forms are identical to the spring summative assessments:

- Item Types
- Universal Tools and Accommodations
- Required Materials
- Allowed Materials
- Prohibited Materials
- Test Coordinator and Test Examiner Responsibilities

Districts can have students take the Practice Forms as often and as many times as they would like. Students can take the practice forms multiple times. Administered at different times during the school year and at the end of the school year, information from the Practice Forms provides teachers with an assessment of the total student learning at a given point or over time.

To ensure the best and most reliable results, the practice form should be administered in the same way as the Spring Summative assessment.

Use the test directions found in the *Examiner's Manual* to administer the practice form. For pre-coding instructions, please see Appendix H of this manual.

Paper/Large Print Versions

Paper and Large Print versions of the Practice Forms are available for students with that accommodation in their IEP/504 plan or under other special circumstances (translation, testing offsite, etc.).

DTCs should locally generate paper and Large Print versions from Portal documents. Electronic print/produce-ready files are provided so that districts can locally produce the required quantities to have on hand throughout the school year.

To access the electronic files, sign into the Portal and go to My Applications>General Information>Documents and choose Practice Forms 2021–2022. Choose Accommodated Test Forms as the document type. Then select the Show Documents button.

After testing, student responses for Paper and Large Print editions must be entered into the INSIGHT system for a score to be provided. If scores are not required, then the student responses do not need to be entered into the system.

Braille Version

Braille versions are available for students with that accommodation in their IEP/504 plan. Districts will need to order a Braille kit from DRC. To order the kit, the DTC should sign into the Portal and go to My Applications>Materials>Additional Materials. Select Practice Forms 2021–2022 for the administration and select the Add Order button. In the table, enter the number of Braille kits needed. When finished, click Submit.

After testing, student responses for Braille editions must be entered into the INSIGHT system for a score to be provided. If scores are not required, then the student responses do not need to be entered into the system.

Practice Test Scoring

Most items are autoscored by the system. Districts will use the Educator Scoring Tool for all the open-ended items. Student test responses will be available for scoring in the Portal within 24 to 48 hours of the student completing the test. Classroom teachers who will need access to Educator Scoring must have access to the Portal and be assigned a test examiner role.

Teachers will locally score student responses to all open-ended test questions using the Educator Scoring functionality via the Portal. Scoring Guides/rubrics are available for teacher access within the Educator Scoring application. Open-ended test questions include but are not limited to the ELA Writing Prompts, Science constructed-response items at Grades 5 and 8, and some Math performance events.

See the Portal Educator Scoring User Guide, which includes information on how to score student responses using the Educator Scoring tool. The Educator Scoring User Guide can be found on the Portal under My Applications>General Information>Documents.

Reporting

Districts have access to student results through the Portal Interactive Reporting system. The following reports are available for the Practice Forms: Raw Score Roster, Student Test Item File and Item Summary. Below is a quick description of each report.

Raw Score Roster: Results display within 24 hours of student test completion; lists individual's point earned, out of total points possible

Student Test Item File: Available as a batch download file; item by item capture of student's responses within the test group; student's total points earned; domain/content alignment to the Missouri Learning Standards Grade-Level Expectations; correct response; total points possible; item type information

Item Summary: Item summary data presented in a tabular grid; displays item performance alongside Missouri Learning Standards

The *Portal Reporting User Guide* includes information on accessing reports and data searches. The Reporting User Guide can be found on the Portal under My Applications>General Information>Documents.

7.0 Tools/Accommodations

The MAP Grade-Level Assessments provide Universal Tools and Accommodations to help students demonstrate their knowledge of the Missouri Learning Standards.

- Universal Tools are supports that do not change the construct of the test, but may allow students a better opportunity to demonstrate their knowledge. Universal Tools are available to all students taking an assessment, unless specifically noted in the description.
- Accommodations are supports that allow students with specific needs a better opportunity to demonstrate their knowledge. Accommodations must appear in a student's Individualized Education Program (IEP) or 504 Plan.

The selection of appropriate universal tools and accommodations must be done based on the student experience in the classroom. The universal tools and accommodations used on the assessments should be ones with which the student is already familiar with using or are used during regular instruction. A mismatch in the types of supports offered on the assessment from what is used in the classroom on a regular basis can cause significant difficulties for students at the time of testing and potentially could negatively affect student test scores.

Prior to testing, districts should log in to the Portal to check and set universal tools and accommodations for students. DESE recommends setting these at least 48 hours in advance of testing. The choice of some universal tools and accommodations may change login information for the student, so any test tickets printed prior to the marking of these universal tools and accommodations should not be used.

For Grade-Level Assessments, only some universal tools and accommodations appear on student test tickets. The ones that do are Braille, Large Print, Paper/Pencil, Translation, Closed Captioning, Sign Language and Read Aloud.

DESE recommends that districts use the Student Tools/Accommodations Tracking Form (or a district version of it) so that Test Examiners have easy access to which universal tools and accommodations each student should receive during testing. Notes may need to be made to indicate use only on certain sessions for some universal tools and accommodations.

Considerations For Students With Disabilities (SWD)

For SWDs, it is important for IEP teams to identify what universal tools and accommodations are necessary to address a specific student need, and to document those needs on the student IEP. When selecting universal tools and accommodations for a student, care must be taken to ensure that what is chosen for use on state summative assessments mirrors what the student requires to access their regular instructional program. Not using a required support could disadvantage a student who needs such a support to access the material presented on an assessment. Likewise, introducing a new support (one not used otherwise during the student educational experience), could disadvantage a student by adding a learning curve at the time their skills are being assessed. The IEP team makes decisions regarding the universal tools and accommodations needed for instruction and assessment for a student with disabilities.

Note: Many accommodations must be outlined as a need on the student's IEP in order for the accommodations to be accessed and used during state assessment administration. It is also important to note that while it is not required for some universal tools to be listed on an IEP for the student to access them, if they are required to meet a student's need based on disability, they should be documented on the IEP.

Considerations For English Learners (EL)

Although there is no mandatory planning document for EL students' needs, the act of planning needed supports for an assessment is necessary. DESE recommends the following individuals be included when decisions are made about supports EL students may need:

- General education teachers (such as mathematics, science)
- Language educators (including EL/bilingual teachers)
- School and district staff such as counselors, reading specialists, school administrators
- Parents or guardians
- Students

It is particularly important for general education teachers to work with EL staff to meet the linguistic needs of this student group. To ensure that ELs are receiving appropriate supports for the classroom and the assessment, school personnel should consider the following when making decisions:

- Oral English language proficiency level
- English language proficiency literacy level
- Formal education experiences
- Native language literacy skills
- Current language of instruction
- Instructional tasks expected of students to demonstrate proficiency in grade level content in state standards
- Appropriateness of accommodations for particular content areas

Administrative Considerations

Districts and schools have the authority to make administrative determinations for any student as long as test security is not compromised and the requirements are met regarding testing conditions and environment. These individualized administration procedures provide flexibility to schools and districts in determining the conditions under which Grade-Level assessments can be administered most effectively. Administrative considerations do not change what the test items are designed to measure or the way test scores are interpreted.

Examples:

- Familiar Test Administrator
- Specific Seating or Room
- Frequent Breaks or Short Segments
- Noise Buffers (Earmuffs, white noise, etc.)
- Music (While DESE has no rule opposing the playing of music in the classroom during testing, it should not be done during the listening section, or if students are using text-to-speech). Students should not be listening to music on a personal device via a headset.

Invalidations

A student score may be invalidated by using specific accommodations. When a score is invalidated, that student will receive the Lowest Obtainable Scale Score (LOSS) and a performance level of Below Basic. For Grade-Level Assessments, the following accommodations, even if in a student's IEP/504 Plan, will result in an invalidation:

- Use of a calculator in Grade 3 Mathematics
- Use of a multiplication table in Grade 3 Mathematics
- Use of Text-To-Speech, Human Reader, Assistive Technology or Native Language in Grades 3–5 for the ELA Reading Passages

7.1 Universal Tools

Universal tools for use on the Grade-Level Assessment are available to ALL STUDENTS unless noted in the description. Please read the full description prior to usage.

Universal tools with a code that being with the letter S need to be marked in the Portal prior to the assessment. Some universal tools are only for use by English Learner (EL) students (EL students are those coded LEP_RCV in MOSIS).

Tool	Description	Code
Bilingual Dictionary	<p>EL students may have access to a physical Bilingual Dictionary for use ONLY on the sessions of ELA that have a writing prompt. If the Bilingual Dictionary is electronic, it may not connect to the Internet.</p> <p>This tool must be chosen in the Portal under student accommodations prior to testing.</p>	S431
Break (Pause)	<p>All students may take breaks of up to 20 minutes as needed. Usage of breaks is determined by the test examiner. There is no limit on amount of breaks.</p> <p>The INSIGHT student platform allows all students to pause the online assessment for up to 20 minutes. If the test is paused for more than 20 minutes, the student will have to log back in.</p> <p>If the need arises to move a student from one computer to another, pause the test and choose the exit button. The test will remain incomplete until the student logs back in and completes the test.</p>	N/A
Calculator – Grades 6–8	<p>The INSIGHT student platform provides all students in Grades 6–8 access to an embedded calculator for use on the mathematics assessment.</p> <p>All students in Grades 6–8 may have access to a physical calculator for all mathematics sessions. Additionally, students taking any Science assessment may also have access to a physical calculator. The memory of the physical calculator must be cleared before and after testing by the test examiner.</p> <p><i>Please Note: Calculator use in mathematics Grades 3–5 is an accommodation that must appear in a student's IEP/504 plan.</i></p>	N/A
Color Contrast – Online Testing	The INSIGHT student platform provides all students access to adjust background or font color based on student needs or preferences.	N/A
Color Contrast – Paper Testing	<p>All students taking the paper/pencil assessment may have the test printed in different colors based on student needs or preferences.</p> <p>This tool must be chosen in the Portal under student accommodations prior to testing.</p>	S102

Tool	Description	Code
Color Overlay	<p>All students taking the paper/pencil assessment may have a color transparency placed over the test presented to them based on student needs or preferences.</p> <p>This tool must be chosen in the Portal under student accommodations prior to testing.</p>	S103
English Dictionary	All students may have access to a physical English Dictionary for use ONLY on the sessions of ELA that have a writing prompt. If the English Dictionary is electronic, it may not connect to the internet.	N/A
Grammar Handbook	<p>All students may have access to a physical Grammar Handbook for use ONLY on the sessions of ELA that have a writing prompt. If the Grammar Handbook is electronic, it may not connect to the internet.</p> <p>The Grammar Handbook must be one that is published. It cannot be a district, school or classroom made handbook.</p>	N/A
Graphing Tool	The INSIGHT student platform provides all students access to an embedded graphing tool to graph functions.	N/A
Highlighter	<p>The INSIGHT student platform provides all students access to an embedded highlighter for marking desired text.</p> <p>All students may have access to a physical highlighter.</p>	N/A
Line Guide	The INSIGHT student platform provides all students access to an embedded line guide that brings focus to a single line of text.	N/A
Magnification	<p>The INSIGHT student platform provides all students access to magnify the screen by one and a half or two times the standard view.</p> <p>All students taking the paper/pencil or Large Print assessments may have access to a physical magnifying device.</p>	N/A
Magnification – Assistive Technology	<p>Students with visual impairments may attempt to use assistive technology software that magnifies the screen beyond the built in capabilities of the embedded magnifier.</p> <p><i>Please Note: The INSIGHT student platform currently blocks the use of other software. Prior to the use of this accommodation, districts should make an effort to find an alternative solution such as using the built in magnification, using a larger monitor or projecting the assessment on a screen or wall. Educators having difficulty selecting appropriate magnification or enlargement options should contact DESE Assessment.</i></p> <p>This tool must be chosen in the Portal under student accommodations prior to testing.</p>	S105

Tool	Description	Code
Mark For Review (Flag)	The INSIGHT student platform allows all students to mark an item for review so that they may return to it at a later point in the testing session.	N/A
Masking – Online Testing	The INSIGHT student platform provides all student access to an embedded masking tool to block off content that is not of immediate need or that may be distracting.	N/A
Masking – Paper Testing	<p>All students taking the paper/pencil or Large Print assessments may use a masking tool (such as blank paper) to block off content that is not of immediate need or that may be distracting.</p> <p>This tool must be chosen in the Portal under student accommodations prior to testing.</p>	S107
Non-Accommodation Paper Based Assessment	<p>Use this tool under the following scenarios:</p> <ul style="list-style-type: none"> For students without an IEP/504 plan that need to test off-site in a non-district building (e.g. hospital, juvenile facility, etc.), the student may use the paper/pencil Based Assessment. For EL students who are using Read Aloud – Native Language (S111), where the translator needs access to the assessment prior to administration to conduct translation services. Please see the section on Translation that follows the Tools/Accommodations lists for more information. For students using Read Aloud – Human Reader (S043) where the examiner needs a paper copy to read from. Please see the section on Read Aloud that follows the Tools/Accommodations lists for more information. <p><i>Please Note: There is a \$15 charge to the district for each printed paper/pencil assessment not required by an IEP.</i></p> <p>This tool must be chosen in the Portal under student accommodations prior to testing.</p>	S112
Protractor	<p>The INSIGHT student platform provides all students access to an embedded protractor on specific mathematics items where appropriate.</p> <p>All students may have access to a physical protractor for use on any mathematics assessment. Physical protractors should not be used for measurement purposes of items that appear on screen due to scaling issues.</p>	N/A
Read Aloud	Please see the Read Aloud section after the universal tools/accommodations list.	

Tool	Description	Code
Read Aloud Test To Self	<p>All students may read aloud the test to themselves, either in a one-on-one setting or by using a device (such as a whisper phone) that does not disturb other students or allow other students to hear what is being said.</p> <p>In order to ensure that use of this tool does not disturb other students, the use of this tool may need to be paired with the use of separate setting (S501).</p>	N/A
Reference Sheet	<p>The INSIGHT student platform provides all students access to an embedded reference sheet on applicable assessments. Not all assessments have a reference sheet.</p> <p>Students may have physical copies of the reference sheets during testing. Copies of the reference sheets can be found in the appendices of the manuals.</p>	N/A
Ruler	<p>The INSIGHT student platform provides all students access to an embedded ruler on specific items where appropriate.</p> <p>All students may have access to a physical ruler for use on any assessment. Physical rulers should not be used for measurement purposes of items that appear on screen due to scaling issues.</p>	N/A
Scratch Paper (Sticky Notes)	<p>The INSIGHT student platform allows all students access to an embedded notepad to make notes about an item.</p> <p>All students taking the online, paper/pencil, Large Print or Braille assessments may have access to physical scratch paper to make notes about an item. Scratch paper can be blank, ruled, graph or grid paper. Physical scratch paper should be collected and destroyed IMMEDIATELY upon the conclusion of a testing session.</p>	N/A

Tool	Description	Code
Scribe	<p>Students who obtain a physical injury prior to testing that prevents them from responding may dictate their responses to a scribe.</p> <p>OR</p> <p>Students with physical disabilities that may prevent them from responding themselves may dictate their responses to a scribe.</p> <p>Examiners acting as a scribe must follow DESE scribing guidelines (https://dese.mo.gov/media/pdf/asmt-scribing-guidelines).</p> <p><i>Please Note: With the exception of students who obtain a physical injury prior to testing, DESE does not recommend the use of Scribe for students who do not use it as part of their everyday learning in the classroom. The use of Scribe for some students can prove distracting and become a hindrance to student performance. The scribe should be familiar to the student and have scribing experience with the student in some capacity prior to the state assessment.</i></p> <p><i>This tool does NOT need to be marked for transcription of paper, Large Print or Braille Assessments into INSIGHT.</i></p> <p>This tool must be chosen in the Portal under student accommodations prior to testing.</p>	S351
Separate Setting	<p>All students may be allowed to test in a separate setting from other students. This includes testing individually or testing as part of a smaller group.</p> <p>This tool must be chosen in the Portal under student accommodations prior to testing.</p>	S501
Strikethrough (Cross Off)	The INSIGHT student platform allows all students access to an embedded tool to cross out answer options. This can help students more easily narrow their options for answering a test question.	N/A
Thesaurus	All students may have access to a physical Thesaurus for use ONLY on the sessions of ELA that have a writing prompt. If the Thesaurus is electronic, it may not connect to the internet.	N/A
Translation	<i>Please see the Translation section after the universal tools/accommodations list.</i>	
Writing Tools	The INSIGHT student platform provides all students access to an embedded set of writing tools on specific items where appropriate. The tools include the ability to bold, italicize and underline text, undo/redos typing, justify text left or center, and cut/copy/paste text the student has typed.	N/A

Table 7.1

7.2 Accommodations

Accommodations for use on the Grade-Level Assessment are available only to a student with an IEP/504 plan. Please read the full description prior to usage.

Accommodation	Description	Code
Abacus	<p>Students with this accommodation in their IEP/504 plan may have access to an abacus.</p> <p>This accommodation must be chosen in the Portal under student accommodations prior to testing.</p>	A391
Alternate Response Options	<p>Students with this accommodation in their IEP/504 plan may respond to items using an alternate option, including specialized keyboards, mice, screens and other adaptive equipment. Prior to the use of this accommodation, districts should attempt to use the equipment with the Online Tools Training and/or Practice Test, to check for compatibility with the summative assessment.</p> <p><i>Please Note: Due to the variety of adaptive equipment available, DRC cannot guarantee support for any specific device. Districts may need to find an alternative solution. The use of adaptive equipment should be familiar to the student and should be something used in the everyday classroom. Contact DRC Customer Support for any questions or assistance to ensure your assistive device is functioning as expected with testing.</i></p> <p>This accommodation must be chosen in the Portal under student accommodations prior to testing.</p>	A441
Braille	<p>Students with visual impairments with this accommodation in their IEP/504 plan may access the assessment via a Braille version. Tactile overlays and graphics tools may be used to assist the student in accessing the content.</p> <p><i>Please Note: Answers from students who access the assessment using the Braille format must be entered into the INSIGHT student platform prior to shipping the Braille assessment back. Please follow the instructions found in the manuals.</i></p> <p>This accommodation must be chosen in the Portal under student accommodations prior to testing.</p>	A012

Accommodation	Description	Code
INVALIDATION Calculator – GRADE 3 ONLY INVALIDATION	INVALIDATION Students in 3rd grade with this accommodation in their IEP/504 plan may have access to a physical calculator on mathematics items. The memory of the physical calculator must be cleared before and after testing by the test examiner. <i>Please Note: Use of this accommodation will cause an invalidation for the Mathematics Assessment and the student will receive the Lowest Obtainable Scale Score (LOSS) and a performance level of Below Basic.</i> This accommodation must be chosen in the Portal under student accommodations prior to testing. INVALIDATION	A392
Calculator – Grades 4-5	Students in Grades 4 and 5 with this accommodation in their IEP/504 plan may have access to a physical calculator on mathematics items where calculator use is not allowed. The memory of the physical calculator must be cleared before and after testing by the test examiner. This accommodation must be chosen in the Portal under student accommodations prior to testing.	A393
Closed Captioning	Students with hearing impairments with this accommodation in their IEP/504 plan may have access to Closed Captioning for ELA listening passages. This accommodation must be chosen in the Portal under student accommodations prior to testing.	A053
Large Print	Students with visual impairments with this accommodation in their IEP/504 plan may access the assessment via a Large Print version. <i>Please Note: Answers from students who access the assessment using the Large Print format must be entered into the INSIGHT student platform prior to shipping the Large Print assessment back. Please follow the instructions found in the manuals.</i> This accommodation must be chosen in the Portal under student accommodations prior to testing.	A021

Accommodation	Description	Code
INVALIDATION Multiplication Table GRADE 3 ONLY INVALIDATION	INVALIDATION Students in Grade 3 with this accommodation in their IEP/504 plan may have access to a single digit multiplication table. <i>Please Note: Use of this accommodation will cause an invalidation for the Mathematics Assessment and the student will receive the Lowest Obtainable Scale Score (LOSS) and a performance level of Below Basic.</i> This accommodation must be chosen in the Portal under student accommodations prior to testing. INVALIDATION	A394
Multiplication Table Grades 4-8	Students in Grades 4-8 with this accommodation in their IEP/504 plan may have access to a single digit multiplication table. This accommodation must be chosen in the Portal under student accommodations prior to testing.	A395
Paper Based Assessment	Students with this accommodation in their IEP/504 plan may take the assessment using the paper/pencil format. <i>Please Note: Answers from students who access the assessment using the paper/pencil format must be entered into the INSIGHT student platform prior to shipping the paper assessment back. Please follow the instructions found in the manuals.</i> This accommodation must be chosen in the Portal under student accommodations prior to testing.	A102
Read Aloud (ELA Reading Passages)	<i>Please see the Read Aloud section after the universal tools/accommodations list.</i>	
Sign Language	The INSIGHT student platform provides students with hearing impairments with this accommodation in their IEP/504 plan access to video American Sign Language (ASL) for the ELA listening passages. If the student uses another form of sign language or the preference is for a local translation into ASL, the signing of ELA listening passages will require the download of a script. The accommodation must be chosen in the Portal under student accommodations prior to testing.	A052

Accommodation	Description	Code
Specialized Calculator	<p>Students with this accommodation in their IEP/504 plan may have access to a specialized calculator in place of a standard one. Types of specialized calculators include a talking calculator or Braille calculator among others. The memory of the physical calculator must be cleared before and after testing by the test examiner.</p> <p>For mathematics items that do not allow calculator use, this accommodation must be used in conjunction with code A392 (Grade 3) or A393 (Grades 4-5).</p> <p>This accommodation must be chosen in the Portal under student accommodations prior to testing.</p>	A396
Speech-To-Text – Assistive Technology	<p>Students with this accommodation in their IEP/504 plan may use that technology in conjunction with the INSIGHT student platform. The software must be provided by the district.</p> <p><i>Please Note: The INSIGHT student platform currently blocks the use of other software. Prior to the use of this accommodation, districts should make an effort to find an alternative solution such as the use of a scribe. If the use of Speech-To-Text software is required, the software must be used on a different device. Answers resulting from the use of the software must be treated securely and must be transcribed into the system. The use of assistive technology software should be familiar to the student and should be software the student uses in the everyday classroom.</i></p> <p>This accommodation must be chosen in the Portal under student accommodations prior to testing.</p>	A352

Table 7.2

7.3 Read Aloud

Read Aloud is a Universal Tool that allows the student to have test directions and items (questions and answer choices) in all content areas presented to them orally via Text-To-Speech or a Human Reader. The presentation of ELA Reading Passages via **Read Aloud** requires an IEP or 504 plan.

Read Aloud is available for students who can benefit from it including those who can decode but have poor comprehension skills and those who simply have not mastered decoding skills. This universal tool is designed for the student who is struggling with reading and is using this as an instructional strategy in the everyday classroom.

How To Determine If A Student Needs Read Aloud

Here are some questions in helping to make a determination:

- Does this student have an identified reading-based disability that affects the student's decoding, fluency or comprehension skills?
- Is there evaluative information indicating that, even after explicit and systematic reading instruction, the student's disability precludes or severely limits the student's ability to decode print?
- Has the student been provided systematic, explicit, research based reading intervention(s) to improve decoding skills?
- Would the student's functioning reading level affect their performance on a state test that does not measure reading comprehension?
- Is there evidence that the student's access to, and/or performance on, print-based tasks improves when information is presented to the student in auditory formats?
- Is the student provided instructional materials in auditory formats? Does the student use Read Aloud during formative assessments or during other assessments? If a student receives Read Aloud for instruction but not for formative assessments, it is likely that the student does not need Read Aloud for the state content assessments.
- When test items are read aloud for classroom assessments is every item read aloud or only items requested by the student?
- Does someone (e.g., teacher, paraprofessional, another student, and parent) regularly read aloud to the student in school?
- If the student is blind or visually impaired, has it been determined that their disability precludes or severely limits the ability to access and/or develop proficiency in Braille?
- If the student is hearing impaired, is there evidence demonstrating that the student's disability precludes or severely limits their ability to decode printed text, possibly due to other co-occurring disabilities or long-term language deprivation in early childhood?

Additionally, time should be set aside to talk to the student about their reading skills and the need for **Read Aloud**. Asking whether it is easier to read for themselves or to listen to someone read may provide an indication that **Read Aloud** may be appropriate. Caution needs to be exercised here, however, because struggling readers may indicate a preference for **Read Aloud** even though they do not understand better when it is provided.

The test examiner may read one word per sentence to any student, regardless of the use of Read Aloud.

Should My District Assign This To All Students

Read Aloud for statewide testing should only be used for students who truly need it. There are some possible consequences for assigning this universal tool to all students. Some examples include:

- Providing **Read Aloud** to students who do not need it can have negative consequences for instruction and decoding and comprehension skills. For example, some educators might assume that students who receive **Read Aloud** no longer need to be instructed on decoding and fluency skills, which is clearly an inappropriate assumption.
- The use of **Read Aloud** for some students can prove distracting and become a hindrance to student performance.
- The data used when reviewing universal tools and accommodations will not be reflective of your everyday instruction.
- Districts who have attempted this route have found that their top students may not be using their strongest skill of reading and relying solely on what they heard.
- DESE has had parents contact us directly, concerned that the school was allowing or forcing their child to use Text-To-Speech, with the main concern of if the school is really telling them accurately how well their child can read.
- Assigning the tool will also put additional load onto your bandwidth even when the student does not use it.

Choosing The Correct Read Aloud Support

There are multiple ways to use the Read Aloud universal tool and accommodation.

Embedded **Text-To-Speech** technology – The computer reads to the student.

Human Reader – A human reader should:

- Be trained on the administration, security policies and procedures of the assessment.
- Have extensive practice in providing read aloud support and must be familiar and comfortable with the process before working directly with a student. Ideally, they are familiar with the student, and are typically responsible for providing this support during educational instruction and assessments.
- Read each question exactly as written, as clearly as possible.
- Strive to communicate in a neutral tone and maintain a neutral facial expression and posture.
- Not clarify, elaborate, paraphrase, assist, cue a student through uneven voice inflection, etc.

- Avoid gestures, head movements, or any verbal or non-verbal emphasis on words not otherwise emphasized in text.
- Avoid conversing with the student about test questions, as this would be a violation of test security.
- Not paraphrase, interpret or define any items, words, or instructions, as this would be a violation of test security.
- Not spell any words requested by the student.

Assistive Technology – The INSIGHT student platform currently blocks the use of other software. Prior to the use of this accommodation, districts should make an effort to find an alternative solution, such as using the embedded Text-To-Speech. Our testing vendor does NOT currently support the use of assistive technology. If the student uses assistive text-to-speech software in the everyday classroom, the use of assistive technology software should be familiar to the student and should be software the student uses in the everyday classroom. The software must be provided by the district.

Native Language – *Please see the section on Translation that follows this.*

Marking Read Aloud Codes

A student must have the accommodation listed in their IEP/504 plan in order to have reading passages in English Language Arts read aloud. Blind students who do not yet possess adequate Braille skills with this accommodation in their IEP/504 plan may have the ELA Reading Passages read aloud by a human reader.

Use of Text-To-Speech, Human Reader, Assistive Technology or Native Language for students in Grades 3–5 for the ELA Reading Passages will result in invalidation and the student will receive the Lowest Obtainable Scale Score (LOSS) resulting in a performance level of Below Basic. This excludes blind students who do not yet possess adequate Braille skills.

In order to be sure that the student correctly receives ***Read Aloud***, the tool **MUST** be marked in the system **AT LEAST 48 HOURS PRIOR TO ADMINISTRATION**.

<u>READ ALOUD CODES</u> <u>Grades 3–5</u>		
Universal Tool/Accommodations	Code	Also Mark
Text-To-Speech (Not Including ELA Reading Passages)	S041	
INVALIDATION Text-To-Speech (ELA Reading Passages) – Grades 3–5 INVALIDATION	A040	S041
Human Reader (Not Including ELA Reading Passages)	S043	
INVALIDATION Human Reader (ELA Reading Passages) – Grades 3–5 INVALIDATION	A041	S043
Assistive Technology (Not Including ELA Reading Passages)	S042	
INVALIDATION Text-To-Speech (ELA Reading Passages) – Grades 3–5 INVALIDATION	A042	S042
Blind Students (ELA Reading Passages) – All Grades	A046	S043
Native Language – <i>Please see the section on Translation that follows this.</i>		

Table 7.3

<u>READ ALOUD CODES</u> <u>Grades 6–8</u>		
Universal Tool/Accommodations	Code	Also Mark
Text-To-Speech (Not Including ELA Reading Passages)	S041	
Text-To-Speech (ELA Reading Passages) – Grades 6–8	A043	S041
Human Reader (Not Including ELA Reading Passages)	S043	
Human Reader (ELA Reading Passages) – Grades 6–8	A045	S043
Assistive Technology (Not Including ELA Reading Passages)	S042	
Assistive Technology (ELA Reading Passages) – Grades 6–8	A044	S042
Blind Students (ELA Reading Passages) – All Grades	A046	S043
Native Language - Please see the section on Translation that follows this.		

Table 7.4

Text-To-Speech

To have items and answer choices read by the test platform, mark **Code S041** for the student(s). If the student(s) have an IEP/504 plan that allows ELA Reading Passages to be read to them, then also mark **Code A040** (Grades 3–5) or **Code A043** (Grades 6–8). Text-to-Speech functionality can be given individually or in a group setting. Student(s) will need to be provided headsets to listen.

Use of Text-To-Speech for students in Grades 3–5 for the ELA Reading Passages will result in invalidation and the student will receive the Lowest Obtainable Scale Score (LOSS) resulting in a performance level of Below Basic.

Human Reader – Online Assessment

To have items and answer choices read by a human reader, mark **Code S043** for the student(s). If the student(s) have an IEP/504 plan that allows ELA Reading Passages to be read to them, also mark **Code A041** (Grades 3–5) or **Code A045** (Grades 6–8).

Human Reader can be done individually or in a small group setting, so mark **Code S501** for separate setting. Assessments can be read either electronically or via a paper copy. If reading electronically, examiners can read directly off the screen of the student(s) or off a second display attached to a system being used by a student.

To get a paper examiner copy to read from, mark **Code S112** for one student. Print a paper copy, and then unmark the code. This will send the student back to an online assessment. After testing is complete, mark that copy as an “Examiner Copy” and send it back to the vendor with the other student paper assessments.

Use of Human Reader for students in Grades 3–5 for the ELA Reading Passages will result in invalidation and the student will receive the Lowest Obtainable Scale Score (LOSS) resulting in a performance level of Below Basic.

Human Reader – Paper Assessment

To have items and answer choices read by a human reader, mark **Code S043** for the student(s). If the student(s) have an IEP/504 plan that allows ELA Reading Passages to be read to them, also mark **Code A041** (Grades 3–5) or **Code A045** (Grades 6–8).

Human Reader can be done individually or in a small group setting, so mark **Code S501** for separate setting. Paper assessments can be read either directly off the student’s copy or via examiner paper copy. To get an examiner copy, print the student assessment twice. After testing is complete, mark that copy as an “Examiner Copy” and send it back to the vendor with the other student paper assessments.

Use of Human Reader for students in Grades 3–5 for the ELA Reading Passages will result in invalidation and the student will receive the Lowest Obtainable Scale Score (LOSS) resulting in a performance level of Below Basic.

Human Reader – Large Print/Braille Assessment

To have items and answer choices read by a human reader, mark **Code S043** for the student(s). If the student(s) have an IEP/504 plan that allows ELA Reading Passages to be read to them, also mark **Code A041** (Grades 3–5) or **Code A045** (Grades 6–8).

Human Reader can be done individually or in a small group setting, so mark **Code S501** for separate setting. The Large Print/Braille kits come with a printed test book for the examiner to use. After testing is complete, mark that copy as an “Examiner Copy” and send it back to the vendor with the rest of the kit.

Use of Human Reader for students in Grades 3–5 for the ELA Reading Passages will result in invalidation and the student will receive the Lowest Obtainable Scale Score (LOSS) resulting in a performance level of Below Basic.

Assistive Technology

To use assistive technology for Read Aloud, mark **Code S042** for the student. If the student(s) have an IEP/504 plan that allows ELA Reading Passages to be read to them, then also mark **Code A042** (Grades 3–5) or **Code A044** (Grades 6–8). The student should test in a one-on-one setting. Code **S501** should be also marked for separate setting.

Use of Assistive Technology for students in Grades 3–5 for the ELA Reading Passages will result in invalidation and the student will receive the Lowest Obtainable Scale Score (LOSS) resulting in a performance level of Below Basic.

7.4 Translation

Translation for statewide testing should only be used with students who truly need it.

Any English Learner (EL) taking the online, paper/pencil, Large Print or Braille assessments may have the test directions and items (questions and answer choices) in all content areas read aloud to them in their native language without an IEP/504 plan. In order to have reading passages in ELA read aloud in their native language, a student would need that accommodation listed in their IEP/504 plan.

Additionally, any EL taking the online, paper/pencil, Large Print or Braille assessments may respond to the assessment in their native language. The answers would need to be translated and transcribed into the system.

How To Determine If The Student Need Translation

Here are some questions you can ask about the student to help make a determination:

- Does the student have an overall WIDA ACCESS score of 3 or lower?
- Has the student attended a school where their first language is the primary language of instruction?
- Has the student ever received instruction in their first language?
- Is the student receiving translation as part of their everyday instruction?
- Does the student perform better when class assignments or assessments are translated?

Additionally, time should be set aside to talk to the student about their reading skills and the need for **Translation**. Asking whether it is easier to read for themselves in English or to listen to someone read in their native language may provide an indication that **Translation** may be appropriate. Caution needs to be exercised here, however, because struggling readers may indicate a preference for **Translation** even though they do not understand better when the accommodation is provided.

When Using A Translator...

- Translation cannot be provided by any service that requires internet connection. If a translator cannot be found, due to scarcity of the language, contact DESE Assessment for options.
- The translator cannot be a friend or family member of the student.
- The district must train the translator just as they would a test examiner.
- If the translator is not a district employee, a trained examiner from the district must act as proctor.
- Any associated costs involved in translation are paid for by the district. Title III money **CANNOT** be used to hire translators for statewide assessments.

- The district must find and contract with the translator on their own. While DESE does not require or promote the use of any individual company, Missouri has a contract for translation services for state agencies – <https://archive.oea.mo.gov/purch/noa/cs182066.pdf>. **This contract does not ensure services for LEAs.** Listed in the contract is contact information for 10 agencies, along with a list of counties that services are provided for. These agencies, at a minimum provide translation services of:
 - Arabic
 - Bosnian
 - Burmese
 - Cambodian
 - Chinese
 - Farsi
 - French
 - German
 - Greek
 - Hmong
 - Hindi
 - Italian
 - Japanese
 - Korean
 - Nepali
 - Romanian
 - Somali
 - Spanish
 - Ukrainian
 - Urdu
 - Vietnamese

Marking Translation Codes

The assessment can only be read to the student in their native language by a human reader. There is no native language Text-To-Speech option.

A student must have the accommodation listed in their IEP/504 plan in order to have reading passages in ELA read aloud in the native language.

Use of Native Language for students in Grades 3–5 for the ELA Reading Passages will result in invalidation and the student will receive the Lowest Obtainable Scale Score (LOSS) resulting in a performance level of Below Basic. This excludes blind students who do not yet possess adequate Braille skills.

Blind EL students who do not yet possess adequate Braille skills with this accommodation in their IEP/504 plan may have the ELA Reading Passages read aloud by a human reader.

TRANSLATION CODES		
Universal Tool/Accommodations	Code	Also Mark
<p>Read Aloud In Native Language (Not Including ELA Reading Passages)</p> <p>Reading the assessment in a student's Native Language is given individually or in a small group setting, so mark Code S501 for separate setting. If you do not read directly off the student's copy, then after testing is complete, mark the copy you read from as an "Examiner Copy" and send it back to the vendor with the other student paper based assessments.</p>	S111	S501
<p style="text-align: center;">INVALIDATION</p> <p>Read Aloud In Native Language (ELA Reading Passages) – Grades 3–5</p> <p>Use of Native Language for students in Grades 3–5 for the ELA Reading Passages will result in invalidation and the student will receive the Lowest Obtainable Scale Score (LOSS) resulting in a performance level of Below Basic.</p> <p>Reading the assessment in a student's Native Language is given individually or in a small group setting, so mark Code S501 for separate setting. If you do not read directly off the student's copy, then after testing is complete, mark the copy you read from as an "Examiner Copy" and send it back to the vendor with the other student paper based assessments.</p> <p style="text-align: center;">INVALIDATION</p>	A111	S111
<p>Read Aloud In Native Language (ELA Reading Passages) – Grades 6–8</p> <p>Reading the assessment in a student's Native Language is given individually or in a small group setting, so mark Code S501 for separate setting. If you do not read directly off the student's copy, then after testing is complete, mark the copy you read from as an "Examiner Copy" and send it back to the vendor with the other student paper based assessments.</p>	A112	S111
<p>Blind EL Students (ELA Reading Passages)</p> <p>Reading the assessment in a student's Native Language is given individually or in a small group setting, so mark Code S501 for separate setting. The Braille kit includes a paper-based copy of the assessment for the test examiner to use for Read Aloud.</p>	A046	S043

TRANSLATION CODES		
Universal Tool/Accommodations	Code	Also Mark
<p>Translation Of Student Responses (Student Responds In Native Language)</p> <p>Translating student responses from their Native Language is done in an individual setting, so mark Code S501 for separate setting.</p>	S109	
<p>Printing A Paper Copy</p> <p>If a translator needs access to the assessment prior to testing to conduct translation services of technical terms, or a paper copy is needed to conduct Read Aloud in Native Language, mark this code in conjunction with the appropriate codes above.</p> <p>Mark Code S112 for the student. Print a paper copy, then go in and unmark the code. This will send the student back to an online assessment. After testing is complete, mark that copy as an "Examiner Copy" and send it back to the vendor with the other student paper assessments.</p>	S112	

Table 7.5

8.0 Administration Portal

The Portal hosts the Missouri Assessments. Through this system, Missouri educators are able to:

- Review documentation and training.
- Download secure materials.
- Download software.
- Provide enrollment information, including orders for Large Print and Braille test books.
- View and update student data prior to testing, including indicating any accommodations or universal tools that will be used.
- Place students into test sessions and print Student Test Tickets.

Details are provided in the Portal User Guides, which are available on the **Documents** page of the Portal.

8.1 Login/Username/Password

Existing users can use their username and password to log into the Portal. New users will receive a system generated email with their username (email address) and a link. Clicking the link displays a screen that allows you to choose your password. If you cannot remember your login information, click on the Forgot your username or password link above the login button. If you continue to have issues, contact the MAP Service Line at MAPHelpdesk@datarecognitioncorp.com or 1-800-544-9868.

8.2 Home Page

The Welcome Page is where you enter your username and password to access the various functions of the portal.

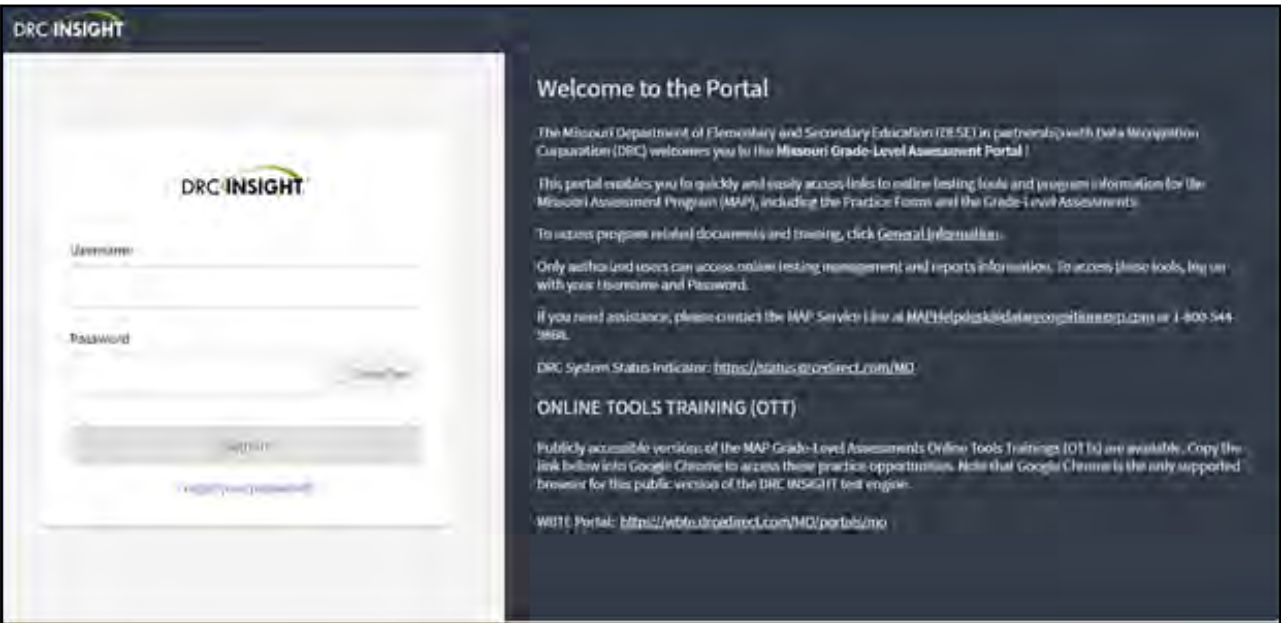


Figure 8.1

Once logged in, click on the My Applications option to display a menu bar containing various Portal functions that you have permission to use.

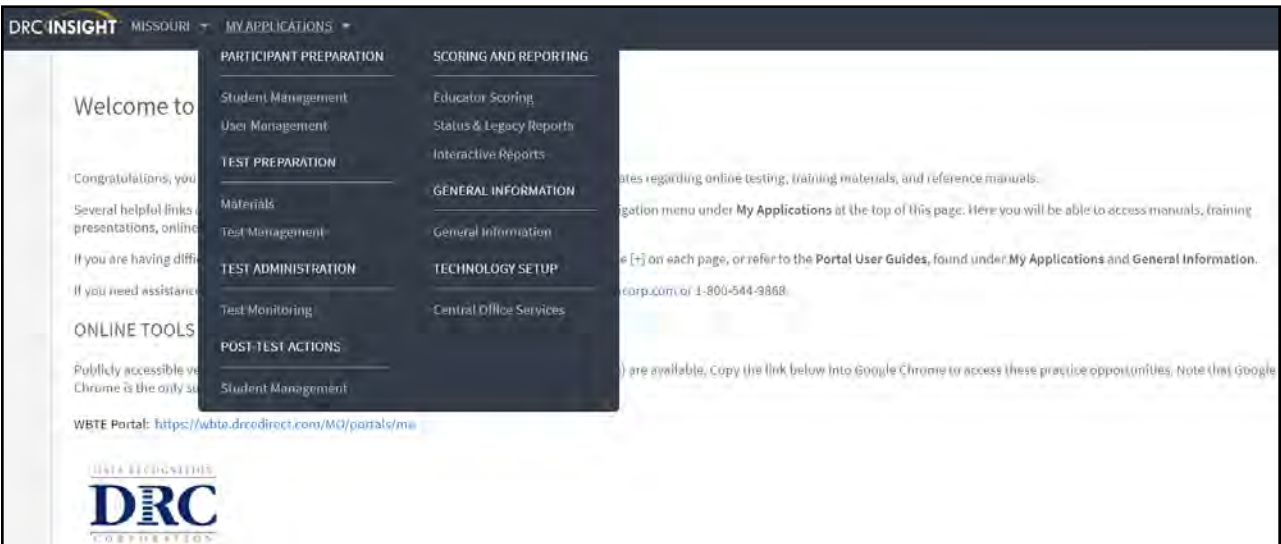


Figure 8.2

Under General Information, Announcements will be posted throughout the year regarding the assessment. Under Documents, is where you will find the Portal User Guides, Training Modules, and various other documents pertaining to the assessment.

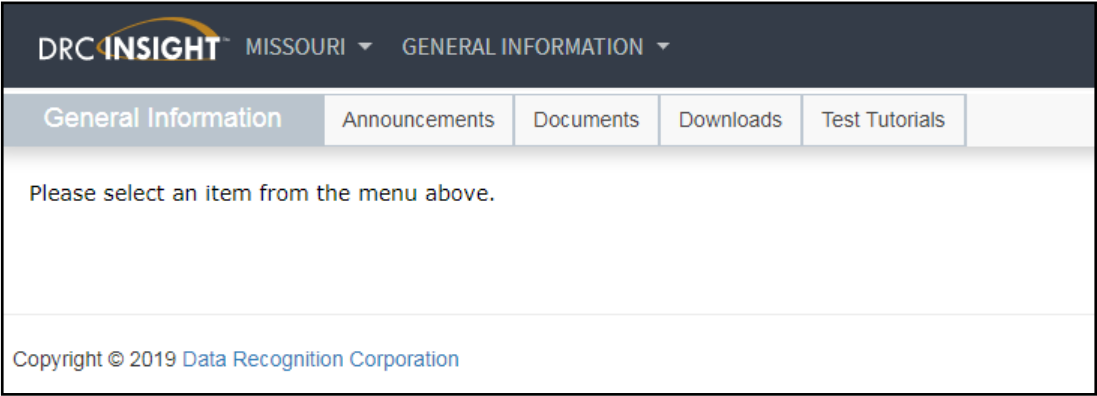


Figure 8.3

8.3 User Accounts

For more details about User Accounts, please see the *Portal User Guide – User Management* located under Documents on the Portal.

Roles/Permissions

User accounts within the Portal have different permissions or authorities depending on what role has been assigned to them. The roles are assigned by user login so that once a user signs into the system, the role and permissions are assigned automatically. A list of those roles and a definition of the permissions for each role is below.

DTCs can add or edit users at or below their level as needed to allow specific individuals the rights they need for accessing their students' information.

- DTC—District Test Coordinator
- STC—School Test Coordinator
- DITC—District IT Coordinator
- TE—Test Examiner

Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DTC	STC	DITC	TE
General Information	Documents – View	View manuals, presentations, and other documents	X	X	X	X
	Downloads – Online Testing – Secured Resources	View secure online testing software downloads	X	X	X	
Technology Setup	Test Setup – Central Office Services	Configure a computer, iPad, or Chromebook device for testing	X	X	X	
User Management – User Administration	Administrator	Add/edit user accounts and profiles	X	X	X	
	Administrator – Mass Assign Role	Upgrade multiple User Profiles to a higher role	X	X		
Materials – Enrollments	Enrollment	Identify testing windows; order Braille and large-print materials	X			
	Manage Shipments	Update shipping contact and address information	X			
Materials – Accountability Form	Materials	Access the Materials Accountability grids	X	X		X *
	Materials – Accountability – User Information Report	Access a report displaying all users who clicked the 'Complete' button	X			
Materials – Additional Materials	Materials – Additional	Access additional materials screens	X			
	Materials – Additional – View/Edit	Enter, view, and modify Additional Materials orders	X			
Test Management	Test Management	Allows users to access Test Management	X	X	X	X*

Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DTC	STC	DITC	TE
Test Management – Manage Test Sessions	Test Session – Search/View <i>Users must have this permission in order to use any other Test Session permissions.</i>	Search and view test sessions and download search results. This permission is required for all other Test Sessions permissions.	X	X		X*
	Test Session – Add/Edit	Add, edit, and delete test sessions	X	X		X*
	Test Session – Status Summary	View testing status information	X	X		X*
	Test Session – Print Test	Print a PDF version of the test for students needing a paper-based assessment	X	X		
	Test Tickets – View/Print	Print student test tickets, rosters, and view individual student testing status	X	X		
	Test Tickets – View Questions Attempted	View the number of items out of the total a student has attempted	X	X		X*
	Test Tickets – Unlock	Unlock a test ticket after the student's test status is Completed or Locked.	X			
Student Management – Manage Students	Students – Search/View <i>Users must have this permission in order to use any other Student permissions.</i>	Search and view student data. This permission is required for all other Student permissions.	X	X		X
	Students – Add/Edit	Add and edit student demographic information	X	X		
	Students – Download Students	Download a list of student information	X	X		
	Students – Upload	Upload students and demographic information using a specified file layout	X	X		
Student Management – Student Status Dashboard	Test Setup – View Student Status	View test status by student	X	X		
Status & Legacy Reports – Status Reports	Status Reports – District Reports	Access reports that display various district- and school-testing activity	X			
Status & Legacy Reports – Online Testing Statistics	Online Testing Statistics	Track online testing activity	X	X		

Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DTC	STC	DITC	TE
Interactive Reports	DRC IRS – Access <i>Users must have this permission in order to use any other Interactive Reports permissions.</i>	Access Interactive Reports	X			
	DRC IRS – District	Access district level Interactive Reports, including ISRs, Rosters, and Student Report Labels	X			
	DRC IRS – School	Access school level Interactive Reports	X	X		
	DRC IRS – Teacher	Access school level Interactive Reports	X	X		

* Assigning these permissions to Test Examiners is not required.

Table 8.1

Creating

A User can be added under the User Administration option. Select Add Single User tab and fill out the required fields. Select the permissions and save.

User Administration

Edit User Add Single User Upload Multiple Users

* Indicates required fields

First Name: DTC Middle Initial: Last Name: User

Email Address: DTC@drcexample.com

Administration: User Role: District

District: DRC Use Only - Sample Distr School:

Permission-set: District

Tip: When you select a permission, its description will display below the list

Available Permissions:

- Administrator
- Administrator - Mass Assign Role
- Documents - Delete
- Documents - Upload
- Documents - View
- DRC IRS - Access
- DRC IRS - District
- DRC IRS - EPM
- DRC IRS - School
- DRC IRS - State
- DRC IRS - Teacher

Assigned Permissions:

To see the description, select a permission.

Save

Figure 8.4

Editing

Select the Edit User tab to edit permissions assigned to a user.

Edit User

First Name: Ima Last Name: User Email Address: imauser@datarecognitioncorp.com

Permissions				
Administration	Role	District	School	Action
	State			

Add

Reset User **Inactivate** **Close**

Figure 8.5

Inactivate

To inactivate a user, find the user under the Edit User tab. Click the Inactivate icon under the Action column.

User Administration

Edit User Add Single User Upload Multiple Users

Instructions

Filters are required. See Instructional Text if unsure how to filter.

Administration: Spring 2018 Summative User Role: District District: DRC Use Only - Sample

School: (All) First Name: Last Name: Email: ☐ Hide Inactive Users

Find User **Clear**

Users **Profiles**

User Accounts			
Last Name	First Name	Email Address	Action
District	All	DISTRICTALL4183@gmail.com	

Figure 8.6

8.4 Student Management

From the Student Management menu, users can search for, add, and edit students. Using either the Student Status Dashboard or Student Status tabs, users can view students progress in test sessions. For further details on Student Management, see the *Portal User Guide – Test Management* located under Documents in the Portal.



Figure 8.7

Students can be added manually into the Portal in two ways: adding in a single student or adding in a group of students.

Manual Addition – Single Student

Under the Manage Students tab, select the school and click the Add Student button at the bottom of the page to display the Add Student window. Enter the necessary info under each tab and click on Save to add the student.

A screenshot of the 'Add Student' form. The form has a blue header with the title 'Add Student'. Below the header, there is a section for 'Instruction' with a red asterisk indicating required fields. The form contains several input fields: 'Last Name', 'First Name', 'Middle Initial', and 'MOSES ID'. Below these fields are three tabs: 'Student Detail', 'Accommodations', and 'Testing Codes'. The 'Student Detail' tab is active, showing fields for 'Administration', 'District', 'School', 'Date of Birth', 'Grade', 'Gender', and 'Race/Ethnicity'. At the bottom of the form are three buttons: 'Save', 'Save & Add Another', and 'Cancel'.

Figure 8.8

Manual Group Addition

To add multiple students at once, you can upload a file to the Upload Multiple Students tab under Manage Students. Download the file layout and complete it for the students you want to add. A sample file is available as an example of the format needed for the upload. Further instructions can be found by clicking the instructions link. Upload the file by clicking on Browse and then select Upload. After the file has been validated and there are no errors, the students will be in the system and can be added to test sessions.



The screenshot shows the 'Manage Students' interface with the 'Upload Multiple Students' tab selected. A blue banner at the top says 'Download the File Layout (PDF document) and a Sample File (CSV Text File)'. Below this is an 'Instructions' link. A red note indicates that asterisks (*) denote required fields. The form includes three dropdown menus: 'Administration' (set to 'Practice Forms 2020-2021'), 'District' (set to 'DRC Use Only - Sample Dist'), and 'School' (set to 'DRC Use Only - MO Sample'). There is a 'File' input field with a 'Browse...' button and an 'Upload' button at the bottom left.

Figure 8.9

Editing Students

Once students appear under Manage Students, their information can be edited by clicking on the View/Edit icon in the action column for the student you want to edit. This will display the Edit Student window. You can edit the student detail information, edit accommodations, view test sessions they are assigned to, and view test session status information.

The screenshot shows the 'Manage Students' window. At the top, there are tabs for 'Manage Students' and 'Upload Multiple Students'. Below this is a search bar with a dropdown menu. A section titled 'Indicates Required Fields' contains several input fields: 'Administration' (Practice Forms 2020-2021), 'District' (DRC Use Only - Georgia Dept), 'School' (DRC Use Only - EMS Sample), 'Last Name' (NameChange10), 'First Name' (Stud10), 'MOSES ID' (1234555564), 'Accommodation Content Area', 'Accommodation Type', 'Accommodation', 'Grade' (04), 'Concerts Army', 'Session', 'Online Test Status', and 'Session Assignment'. At the bottom, there is a table with columns: 'Last Name', 'First Name', 'MOSES ID', 'Date of Birth', 'Grade', and 'Action'. The table contains four rows of student data.

Last Name	First Name	MOSES ID	Date of Birth	Grade	Action
NameChange10	Stud10	1234555564	1/15/2012	04	[View/Edit]
NameChange10	Stud10	1234555564	1/15/2012	04	[View/Edit]
NameChange10	Stud10	1234555564	1/15/2012	04	[View/Edit]
NameChange10	Stud10	1234555564	1/15/2012	04	[View/Edit]

Figure 8.10

The screenshot shows the 'Edit Student' window. It has tabs for 'Student Detail', 'Accommodations', 'Testing Codes', and 'Test Sessions'. The 'Student Detail' tab is active. It contains a section titled 'Indicates Required Fields' with input fields: 'Last Name' (NameChange10), 'First Name' (Stud10), 'Middle Initial' (empty), and 'MOSES ID' (1234555564). Below this are tabs for 'Student Detail', 'Accommodations', 'Testing Codes', and 'Test Sessions'. The 'Student Detail' tab is active. It contains a section titled 'Indicates Required Fields' with input fields: 'Administration' (Practice Forms 2020-2021), 'District' (DRC Use Only - Georgia Dept), 'School' (DRC Use Only - EMS Sample), 'Date of Birth' (01/15/2012), 'Grade' (04), 'Gender' (Male), and 'Race/Ethnicity' (White). At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 8.11

Marking Tools/Accommodations For A Single Student

Go to Manage Students, and click on the View/Edit icon in the action column for the student you want to edit. This will display the Edit Student window. Select the Accommodations tab to update accommodations for the student. Click save when complete.

Edit Student

* Indicates required fields

Last Name: ELAG4 First Name: Training Middle Initial: MOSIS ID: 1234567890

Student Detail **Accommodations** Testing Codes Test Sessions

Type	Accommodation	ELA	Math	Science
Online	Paper Based Assessment (A102)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Paper Based Braille (A012)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Paper Based Large Print (A031)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Text-To-Speech Not Including ELA Reading Passages) (S041)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Text-To-Speech Including Reading Passages Gr. 3-5 A04B or Gr. 6-8 A043)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Assistive Technology Not Including ELA Reading Passages) (S042)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Assistive Technology Gr. 3-5 Including Reading Passages)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

Figure 8.12

Marking Tools/Accommodations For Multiple Students

Go to Manage Students and use the drop down menus to find the students to be assigned tools and accommodations. Use the check boxes in the far left column to select the students, then select the Update Accommodations button from the bottom of the page. Once accommodations have been set, choose save.

This process can also be used to mass remove accommodations from a group of students.

8.5 Sessions

From the Test Management menu in the Portal you can create test sessions. A test session is a grouping of students who will take the same assessment. A test session is created to associate students with a particular class/Test Examiner and to generate test tickets/login credentials for the testers.

The screenshot shows the 'Test Sessions' management page. At the top, there are two tabs: 'Manage Test Sessions' (selected) and 'Upload Multiple Test Sessions'. Below the tabs is an 'Instructions' section with a red note: 'Individuals required fields'. The main form contains several fields: 'Administration' (dropdown menu showing 'Practice Forms 2020-2021'), 'District' (dropdown menu showing 'DEIC Use Only - Sample Dist'), 'School' (dropdown menu showing 'DEIC Use Only - MO Sample'), 'Last Name' (text input), 'First Name' (text input), 'HOSTS ID' (text input), 'Session' (text input), 'Teacher' (dropdown menu showing '(All)'), 'Content Area' (dropdown menu showing '(All)'), 'Eligible Grade' (dropdown menu showing '(All)'), and 'Assessment' (dropdown menu showing '(All)'). Below these fields are two buttons: 'Add Sessions' and 'Find all students'. Underneath the buttons are two tabs: 'Sessions' (selected) and 'Status Summary'. Below the tabs is another 'Instructions' section. At the bottom of the page, there is a 'Sessions Detail' window with a table header: 'Select', 'Delete', 'Class', 'Session Name', 'Assessment', 'Teacher', 'Hosts ID', 'Test Date', 'Status'. Below the table header is a large empty area for the session details. At the very bottom of the page, there are five buttons: 'Add Sessions', 'Generate Ticket', 'Generate Session', 'Generate', and 'Print Generated Session'.

Figure 8.13

Populating Sessions

Under Test Management, Select the Manage Test Sessions tab to add a test session. Select the district and school and click on Add Session button at the bottom of the page to display the Add Test Session window. Enter the required information and any other student search criteria and click on Find Students.

Add Test Session

Testing Window: 10/08/2018 - 09/27/2019

Instructions

* Indicates required fields

Session Name: Content Area: (Select) Assessment: Teacher:

Mode: Begin Date: End Date:

Search for Available Students

Student Last Name: Student First Name: MOSIS ID: Grade: (All)

Demographic: (All) Accommodation: (All) Teacher: (All) Student Group: (All)

Find Students New Student Clear

Available Students:

Students in Session:

Double-click to edit Student

Save Save & Add Another Cancel

Figure 8.14

Select the student(s) you want to add to the test session and choose the Add Selected icon to move the student(s) to the test session. Click on Save to complete the process or Save & Add Another to add another session.

Add Test Session

Testing Window: 10/08/2018 - 09/27/2019

Eligible Grades: D3

Instructions

* Indicates required fields

Session Name: test session Content Area: ELA Assessment: G3 ELA Released Teacher:

Mode: Begin Date: 11/8/2018 End Date: 9/27/2019

Search for Available Students

Student Last Name: Student First Name: MOSIS ID: Grade: 03

Demographic: (All) Accommodation: (All) Teacher: (All) Student Group: (All)

Find Students New Student Clear

Available Students:

- Anderson, Steve (4567891230)
- ELAG3, Training (1234567890)
- ELAG3, Training (1234567890)
- ELAG3, Training (1234567890)
- ELAG3, Training (1234567890)
- ELAG3, Training (1234567890)
- ELAG3A, Training (1234567890)
- ELAG3A, Training (1234567890)
- ELAG3A, Training (1234567890)
- ELAG3A, Training (1234567890)
- ELAG3AP, Training (1234567890)

Students in Session:

Double-click to edit Student

Save Save & Add Another Cancel

Figure 8.15

8.6 Ordering Large Print and Braille Materials

Large Print and Braille materials are ordered in the Portal during the ordering window between January 3, 2022 to January 28, 2022. DTCs will place their order in Enrollments under the Materials menu. Details on ordering materials is located in the *Portal User Guide – User Management* located under Documents in the Portal.

To order Large Print and Braille kits during the additional materials ordering window, DTCs can go to the Materials menu in the Portal and select the Additional Materials tab. Details on placing an additional materials order is located in the *Portal User Guide – User Management* located under Documents in the Portal.

Accommodated Materials

* Indicates required fields

Administration

District

School

Spring 2019 Summative Grade-Lev

DRC Use Only - Sample

DRC Use Only eDIRECT

Show Enrollments

Enter Enrollments

Summary

Status

* Instructions

Accommodated Materials for School 999999-9999 (Spring 2019 Summative Grade-Level Assessments)

Grade/Subject	Braille	Large Print
Grade 3 English Language Arts		
Grade 3 Mathematics		
Grade 4 English Language Arts		
Grade 4 Mathematics		
Grade 5 English Language Arts		
Grade 5 Mathematics		
Grade 5 Science		
Grade 6 English Language Arts		
Grade 6 Mathematics		
Grade 7 English Language Arts		
Grade 7 Mathematics		
Grade 8 English Language Arts		
Grade 8 Mathematics		
Grade 8 Science		

Save

Complete

Figure 8.16

8.7 Printing Materials

Printing Test Tickets

Under the Manage Test Sessions tab, fill in the information of the sessions you want to print test tickets for, then click on Show Sessions. To print all of the tickets for all of the students in a session, click on the Print All icon in the Action column. To print selected test tickets, click the Edit/Print Ticket Status icon in the Action column. A PDF will open that you can view, print, and save.

Figure 8.17

Select the students you want to print test tickets for and click on Print Selected button at the bottom of the screen. A PDF will open that you can view, print and save.

Figure 8.18

Which Tools/Accommodations Appear on Test Tickets

Even when marked in the Portal, not all tools/accommodations will be displayed on test tickets. The following are the only tools and accommodations that will appear on a student test ticket. For descriptions of these Tools/Accommodations, see section 7.0.		
Tool/Accommodation	Code	Ticket Abbreviation
Braille	A012	Braille
Large Print	A021	LargePrint
Paper Based Assessment	A102	PaperBased
Sign Language	A052	A052
Closed Captioning	A053	A053
Translation	S109	S109
Read Aloud (Not Including ELA Reading Passages) – Text-To-Speech	S041	TTS
Read Aloud (Grades 3–5 ELA Reading Passages) – Text-To-Speech	A040	TTSPASSAGE
Read Aloud (Grades 6–8 ELA Reading Passages) – Text-To-Speech	A043	TTSPASSAGE
Read Aloud (Not Including ELA Reading Passages) – Human Reader	S043	S043
Read Aloud (Grades 3–5) (ELA Reading Passages) – Human Reader	A041	A041
Read Aloud (Grades 6–8) (ELA Reading Passages) – Human Reader	A045	A045
Read Aloud (Not Including ELA Reading Passages) – Assistive Technology	S042	S042
Read Aloud (Grades 3–5) (ELA Reading Passages) – Assistive Technology	A042	A042
Read Aloud (Grades 6–8) (ELA Reading Passages) – Assistive Technology	A044	A044
Read Aloud (Not Including ELA Reading Passages) – Native Language	S111	S111
Read Aloud (Grades 3–5) (ELA Reading Passages) – Native Language	A111	A111
Read Aloud (Grades 6–8) (ELA Reading Passages) – Native Language	A112	A112
Read Aloud (ELA Reading Passages) – Blind Students	A046	A046

Table 8.2

Printing Rosters

A Student Test Roster is included with all test ticket PDFs. The Roster begins on page 2 of the test ticket PDF. The Roster provides a list of students, MOSIS IDs, usernames/passwords, and any accommodations listed in the chart in the previous section.

Printing Paper Tests

For special circumstances that require students to test on paper, a paper/pencil edition is a part of the test delivery system. To activate the paper/pencil edition print function, districts access the Test Setup feature in the Portal to mark the applicable accommodation and code for students who require the paper version of the test. Once accommodations are assigned, the Portal generates the paper version.

Using the information collected during the pre-code and enrollment processes, the administration component of the online testing system will generate a unique barcode number for a paper/pencil edition prior to local printing. Depending on the printed accommodation needed for a particular student, the unique barcode number will then become embedded into the electronic version on each page of the paper/pencil form. During local printing, the embedded barcode number will print along with each page of the paper/pencil edition. Each barcode number will be unique to a student for the purposes of linking the printed form to the student's record in the master database. Barcode numbers will be recorded and associated with each student's record.

To print the paper/pencil version, go to Manage Test Sessions option under the Test Management menu in the Portal to find the test session with the students that need a printed test. In the Action column, click the Print Test/Item icon to display the Print Test/item window. In the Action column, click the Print Test/Item icon to print the test for the student. For further details on Printing Paper Tests, see the [Portal User Guide – Test Management](#) located under Documents in the Portal.

NOTE: The Portal does not allow Missouri users to print individual items.

Print Test/Item

[Instructions](#)

Print Test/Item for drs #2 test

Select	Last Name	First Name	Item	Date Requested	View Count	Action
<input type="checkbox"/>	drs100	new	Test	1/23/2017 8:21:18 AM	0	
<input type="checkbox"/>	drs105	new	Test	1/23/2017 8:21:18 AM	0	
<input type="checkbox"/>	drs105	new	Test	1/23/2017 8:21:18 AM	1	
<input type="checkbox"/>	drs100	new	Test	1/23/2017 8:21:18 AM	2	

Print Selected

Print All Unprinted

Refresh

Close

Figure 8.19

Printing Listening Scripts

The use of some tools/accommodations requires access to a printed copy of the listening script for ELA. The script will need to be downloaded and printed at the local level. The scripts are secure; do not allow unauthorized persons to access them. Maintaining the security of all test materials is crucial to obtaining valid and reliable test results. Therefore, test materials including listening scripts must be kept in locked storage, except during actual test administration. It is the responsibility of all individuals who administer the test to follow security procedures.

NOTE: The DTC must contact the MAP Service Line to request access to listening scripts. The customer service agent will provide instructions on how to download and print the listening scripts.

8.8 Additional Features

Setting Test Windows

DTCs submit their district’s projected testing window via Enrollments in the Portal during the Enrollments window between January 3, 2022 to January 28, 2022. Under the Materials menu, select the Enrollment tab. Select the administration and click on Show Enrollments.

The screenshot shows a web interface for the 'Administration Portal'. At the top, there are tabs: 'Materials', 'Accountability Form', 'Additional Materials', and 'Enrollments'. The 'Enrollments' tab is selected. Below the tabs, the page title is 'Accommodated Materials'. A red asterisk indicates required fields. There are three dropdown menus: 'Administration' (with an asterisk), 'District' (set to 'DRC Use Only - Sample'), and 'School' (set to '(All)'). A 'Show Enrollments' button is at the bottom left.

Figure 8.20

Further details on Enrollments are in the *Portal User Guide – User Management* located under the Documents in the Portal.

Marking EL Less Than 12 Months

Go to the Manage Students option under the Student Management menu in the Portal. Search for the student and select the Edit Student icon under the Action column. Select the Testing Codes tab and click in the Yes box next to EL student in the U.S. less than 12 cumulative months. Click on Save when complete.

The screenshot shows the 'Edit Student' form with the 'Testing Codes' tab selected. The form includes fields for Last Name, First Name, Middle Initial, and MOSIS ID. Below these fields are tabs for Student Detail, Accommodations, Testing Codes, and Test Sessions. The 'Testing Codes' tab is active, displaying a table with the following rows:

	64 ELA
Absent	<input type="checkbox"/>
Home School	<input type="checkbox"/>
Teacher Invalidation	<input type="checkbox"/>
EL student in the U.S. less than 12 cumulative months	<input checked="" type="checkbox"/>

At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 8.21

Marking Not Testing Codes

Go to the Manage Students option under the Student Management menu in the Portal. Search for the student and select the Edit Student icon under the Action column. Select the Testing Codes tab and click in the Yes box next to the appropriate code. Click on Save when complete.

This screenshot is identical to Figure 8.21, showing the 'Edit Student' form with the 'Testing Codes' tab selected. The 'EL student in the U.S. less than 12 cumulative months' checkbox is checked.

Figure 8.22

Test Book Accountability

District Test Coordinator

For every building administering a Large Print, Braille, or paper/pencil assessment, the DTC needs to complete the Accountability Form located under the Materials section of the Portal. Reference the *Portal User Guide – User Management* for specific instructions. Complete the following steps for each building before distributing materials to the STC:

1. Confirm the box count of the Large Print and Braille testing materials shipment from DRC (e.g., Box 1 of 5 through Box 5 of 5).
2. Verify the security barcode numbers of the test books against the packing list.
3. Record the number of test books listed on the packing list and the number of paper/pencil tests that were downloaded on the Accountability Form.
4. Report any discrepancies to DRC's dedicated MAP Service Line at 1-800-544-9868 between the hours of 7:00 A.M. and 6:00 P.M. Central Time, Monday–Friday.

School Test Coordinator

After receiving the testing materials from the DTC, complete the following steps:

1. Verify that security barcode numbers printed on the Large Print and Braille test books match the numbers listed on the packing list (located in Box 1 of the building's shipment).
2. Confirm that the proper accommodation code is marked in the Portal.
3. Complete the Accountability Form, following the directions in the *Portal User Guide – User Management*.
4. Document any Large Print and Braille security barcode discrepancies.
5. Notify the DTC of any discrepancies immediately.
6. If any student is taking a MAP Grade-Level Assessment out of district/building, or if the student is homebound, note the barcode number of the test book before delivering it to the testing site to ensure proper accounting of all test books when they are returned to the district.
7. Ensure all test books have been accounted for before they are shipped to DRC.
8. Follow the procedures in the Contaminated Materials section of this manual for any contaminated test materials.
9. Maintain the Accountability Form during the test administration.

Test Examiner

Count the number of Large Print and Braille books received and assign each test book to a student. Write the student's name and MOSIS ID on the front of each test book.

Document this information in preparation for returning the test books to the STC.

8.9 Tracking Student Progress

To view the test status by school, under the Student Management menu, select the Student Status Dashboard tab. Complete the required information.

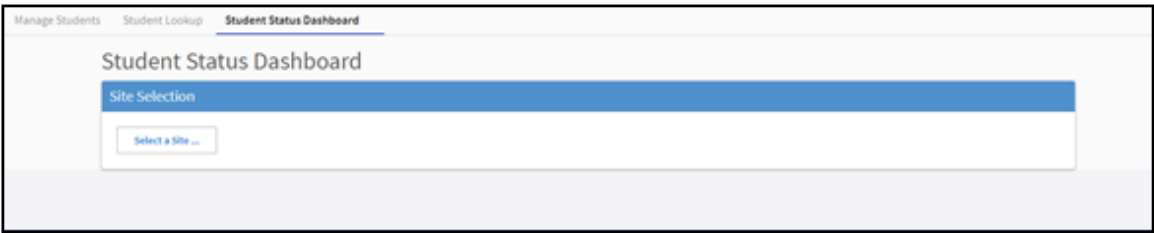


Figure 8.23

To view the test status by school, under the Student Management menu, select the Student Status Dashboard tab. Complete the required information. The Student Status Dashboard will populate. The top half of the report shows the overall school status and status by grade, content area, and assessment. The bottom half of the report provides a list of students with their Testing Status, Start/End Time, and Duration. Click on Export to Excel or to PDF to download a copy of the list.



Figure 8.24

Student Search Results									
Export to CSV									
Last Name	First Name	Grade	Content Area	Module	Assessment	Status	Start Time	End Time	Duration
askamarch	stud	03	ELA	G3 ELA - Session 1	G3 ELA	Not Started			
askamarch	stud	03	ELA	G3 ELA - Session 2	G3 ELA	Not Started			
askamarch	stud	03	ELA	G3 ELA - Session 3	G3 ELA	Not Started			
askamarch	stud	04	Math	G4 MA - Session 1	G4 Math	Not Started			
askamarch	stud	04	Math	G4 MA - Session 2	G4 Math	Not Started			
askamarch	stud	04	Math	G4 MA - Session 3	G4 Math	Not Started			
askamarch	stud	05	Science	G5 SC - Session 1	G5 Science	Not Started			
askamarch	stud	05	Science	G5 SC - Session 2	G5 Science	Not Started			
drsa	test	05	Math	G5 MA - Session 1	G5 Math	Not Started			
drsa	test	05	Math	G5 MA - Session 2	G5 Math	Not Started			
drsa	test	05	Math	G5 MA - Session 3	G5 Math	Not Started			
drsg	POQ	05	ELA	G5 ELA - Session 1	G5 ELA	Not Started			
drsg	POQ	05	ELA	G5 ELA - Session 2	G5 ELA	Not Started			
drsg	POQ	05	ELA	G5 ELA - Session 3	G5 ELA	Not Started			

Figure 8.25

8.10 Reports

The Student Roster, Individual Student Reports (ISRs), Student Report Labels, and Summary Reports are found in the Portal under the Interactive Reports menu. Select the View Reports tab to access the Student Report Labels and multiple ISRs. Single student ISRs can be accessed from the Roster. For further details on accessing, downloading, and printing the reports, please see the *Portal User Guide – Reporting* located in the Portal under Documents and on the Interactive Reporting site under Quick Links. Additional reporting tools are available, see *Portal User Guide – Test Management*. Practice Forms reports are now found in the Portal under Interactive Reporting, please see the Practice Forms *Portal User Guide – Reporting* for more information.

Dashboard
Roster
Item Summary
Results Summary
Telemetry
Lexile/Quintile Roster
Reporting Category Summary
Batch Download
View Reports
Manage Reports
Quick Links

Welcome to Missouri MAP Interactive Reporting

Please select from menu options above to begin.

Data Availability

The Interactive Reporting portal will be available for Spring 2019 administrations forward.

PLEASE NOTE: Data and information may change or differ from other reporting systems due to data clean-up activities and/or appeals.

Figure 8.26

Student Roster

The Student Roster shows scale scores for the overall content area and at the individual reporting category.

To access the Student Roster click on Roster. For complete instructions on how to export/print the Roster please see the *Portal User Guide –Reports* located in the Portal under General Information>Documents.

Individual Student Reports (ISRs)

To open the ISR, click on a student name on the Roster Report. You can download or print the ISR once open. To access multiple ISRs, click on View Reports. Select a site to view and the administration. Click on the grade level you want to view. You can download or print the ISRs once opened.

Districts have the option to order printed ISRs for a flat fee of \$350. Districts will receive two printed copies of each ISR for all tested students in the district. These are the same ISRs that are available electronically in the reporting system, just in hard copy and color format for easy distribution to parents. ISRs are packaged by school and shipped to the district. Each school package is sorted by grade level and then alphabetically by student for each content area. Orders must be placed in the Portal between April 11, 2022–June 17, 2022.

The ordering page can be accessed in the Portal under My Applications > Materials > Enrollments. PO numbers must be entered in the system. ISRs will be delivered to districts three weeks after ISRs and student data become available in the Portal. Contact the MAP Service Line at 1-800-544-9868 if you have any questions about ordering printed ISRs.

Student Report Labels

To access the Student Report Labels, click on View Reports. Select a site to view and the administration. Click on the grade level you want to view. You can download or print the Student Report Labels once open. At no cost, districts may also order printed Student Report Labels during the same ordering window – April 11, 2022 through June 17, 2022. Orders must be placed in the Portal, using the same process as ordering printed ISRs (minus providing a PO number). The labels will be provided at the same time as printed ISRs.

9.0 Test Delivery System

DRC INSIGHT is the secure testing interface installed on each testing device. This software communicates with the DRC server to provide online tools training and test questions to the test taker and to send responses to DRC, which stores them securely.

9.1 System Overview

When a testing device is successfully registered with INSIGHT, the main testing page appears, as shown below. The image below shows the page that appears when you start INSIGHT. This page contains links to tests, tutorials, and Online Tools Training (OTT).

Users can access the OTT (see section 6.2) or choose Practice Form to access the Practice Forms.

On the right side of the page, users can choose Test Sign In to access the Summative MAP Grade-Level Assessments.



Figure 9.1

9.2 Getting Students Logged In

Before Test Administrators begin the test, they must make sure to have all their student login tickets for the content and session being administered.

Once INSIGHT has been launched, students will choose Test Sign In on the right side of the screen. Students will enter their username and password exactly as they appear on the student test ticket.

9.3 Pausing

During the test administration, if a student needs to leave the testing room for a short break (e.g., restroom break, office visit) the student should click on the **Pause** button. A countdown appears on the screen notifying the student of the time left before the system automatically exits the test. If the test is not resumed within 20 minutes, the student is exited from the test automatically. The student then must sign back in to the test to finish.

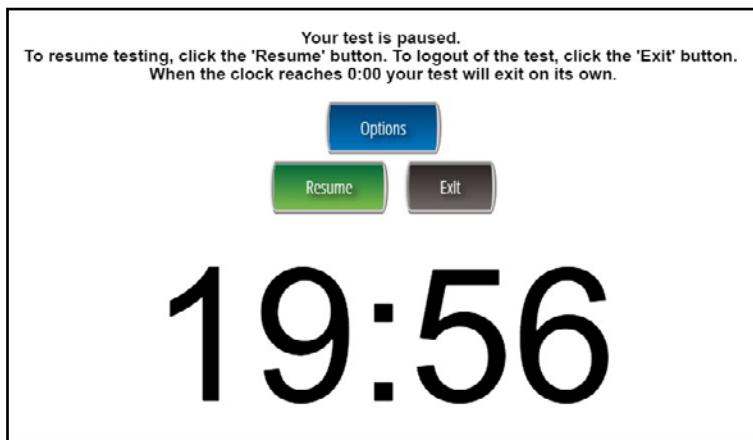


Figure 9.2

9.4 Moving Students

To move a student to a different device, the student must first be logged out of the test on the current device. To log out of the test, the student will need to select **Pause, Exit, then Yes, Exit**. Once this has been done, the student can close INSIGHT on the current device and move to a different device set up for INSIGHT testing and log back into INSIGHT using the same username and password. The screen the student will see is the same screen that is presented in 9.3 Pausing.

9.5 Unlocking Tests

A test will become locked when the student ends a test by selecting **Review/End Test, End Test, Submit**. If the student accidentally ends the test instead of the **Pause, Exit, Yes, Exit** to pause the test, the student's test will become locked. The student's test will need to be unlocked before the student can continue testing.

DTCs have the permission to unlock test tickets. Click Manage Students from the Student Management menu in the Portal. Enter the required info and the student's MOSIS ID and click on Find Students. Select the student by clicking the View/Edit icon under the Action column. From the Edit Student page, select the Test Sessions tab and click the Unlock icon under the Action column. Click Save to save your changes.

9.6 Test Submission

After all testing for a grade level/content area is completed, the DTC/STC should review the Testing Status for each student in Portal and communicate with Test Examiners to resolve any tests that appear as "In Progress."

9.7 Transcribed Tests

After testing, student responses for Large Print, Braille, and paper/pencil editions **must** be transcribed into the INSIGHT testing software before the district's test window closes. It is recommended that transcription occur as soon after testing as possible. To transcribe responses requires the Test Examiner or other designated and authorized district or school personnel to log in to INSIGHT using the student's Test Ticket. Follow these steps to transcribe student answers:

1. In Portal Test Setup, ensure that the student has been assigned the appropriate accommodation:
 - a. Paper-Based Assessment
 - b. Paper-Based Braille
 - c. Paper-Based Large Print
2. In Portal Test Setup, assign the student to a test session and print their Test Ticket. Retain the Test Ticket rather than distributing it to the student.
3. After the student has completed the test on paper, use a device that has the INSIGHT client software installed and use the student's Test Ticket to log in to the student's test.
4. For security reasons, DESE recommends a second trained staff member be present to verify all transcriptions.
5. Begin transcribing student responses. Once you have finished, select End Test and Submit. The Test Examiner should then return all printed test materials to the STC.

Transcribe the student's responses as faithfully and as completely as possible using the following guidelines:

- Do not transcribe erased or crossed out words or marks.
- If a student's response consists of incomprehensible squiggles, marks, etc., which clearly are not words or word fragments, then leave the item blank.
- If a student's response is wholly or partly illegible, enter "ILLEGIBLE" for the entire response or for the part where applicable.
- If 50% or more of a non EL student's response is written in any language other than English, then note "WRITTEN IN ANOTHER LANGUAGE" where applicable.
- If part of a student's response cannot be entered into INSIGHT, then leave that part blank.
- If no part of a student's response can be entered, then leave the entire item blank.
- Additional clarifying notes may be entered as needed if the item type allows text entry.

9.8 Common Technology Issues

Loss of Internet Connectivity

Student responses are sent to DRC servers frequently, including after each question is answered. If Internet connectivity is lost during testing the student is unable to continue testing until Internet connectivity is regained. When a student's computer/device loses Internet connectivity during testing, INSIGHT has a pop-up error message that will appear on the student's device/computer. This error message is labeled Network Connectivity Issues, which indicates a loss of internet connection. This error message can indicate other possible issues but is almost always linked to internet connection or configuration issues.

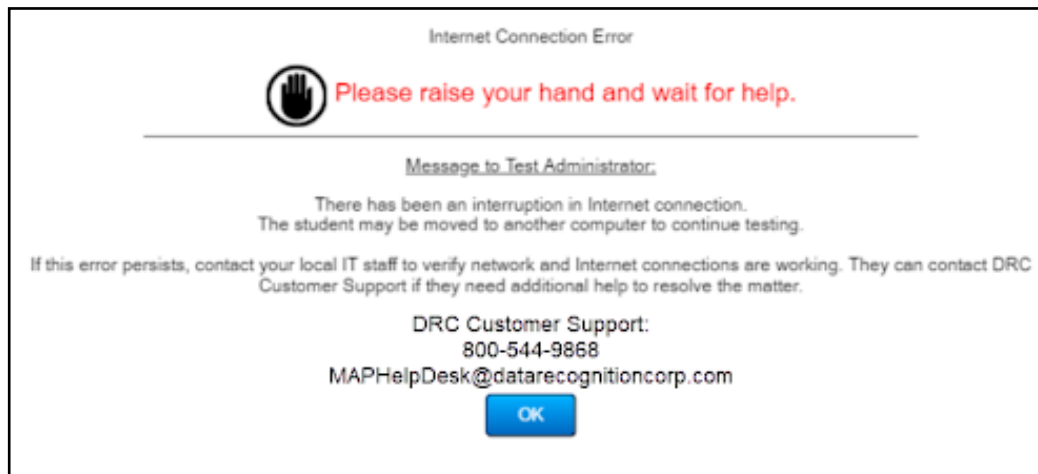


Figure 9.3

There is also the System Readiness Check (a blue check mark that you can click on the bottom left corner of INSIGHT) that checks several parameters including internet connection. Users are encouraged to check this after the application set up is completed for verification.

If internet connectivity is lost, make sure that appropriate technology personnel are notified prior to contacting the MAP Service Line.

Inactivity

After 20 minutes of inactivity, either with mouse movement or use of keyboard, the INSIGHT application will automatically exit the test. All answers will be saved and the student will be required to sign back in to the test to finish.

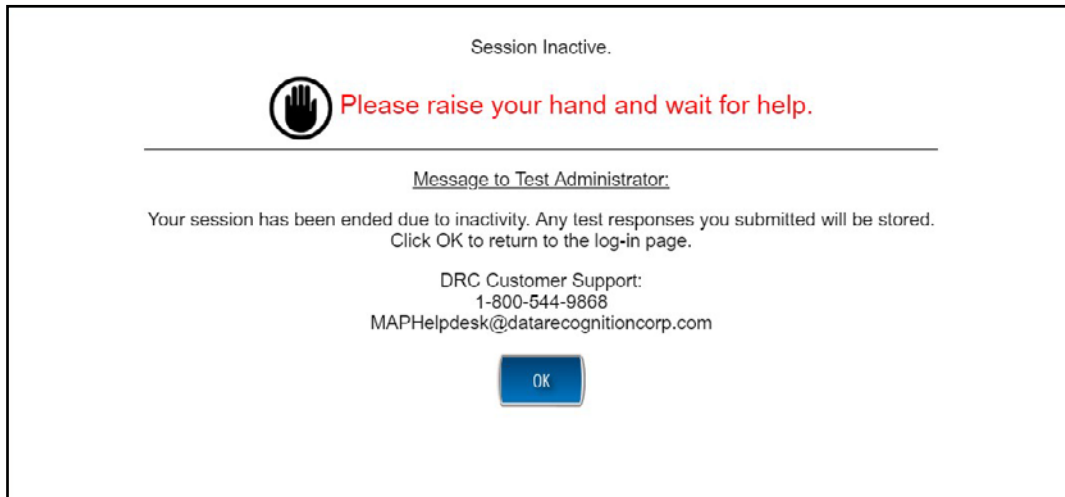


Figure 9.4

10.0 Special Circumstances

If a student moves into or out of the district, or from building to building within the district, after students have been loaded into the Portal, keep documentation regarding the student's move and make the changes listed in the table below. Any changes to student demographic information made in the Portal **MUST** also be made in a district's local student information system and in MOSIS.

10.1 Student Transfers

Students Who Move Before or During the MAP Grade-Level Assessment Administration

<i>If . . .</i>	<i>then . . .</i>
a student, who has not started testing, moves into the district before the district has finished testing:	<p>Add the new student in the Portal. Then assign the student to the appropriate test session(s).*</p> <p>NOTE: If the DTC is unable to add the new student, the DTC must contact the MAP Service Line.</p>
a student moves into the district after the district is finished testing but before the end of the state window:	<p>The district has the choice of testing this student. If the district chooses to test, add the new student in the Portal. Then assign the student to the appropriate test session(s).*</p> <p>NOTE: If the DTC is unable to add the new student, the DTC must contact the MAP Service Line.</p>
a student moves into the district and has already taken all of one content area but not the other(s):	<p>Add the new student in the Portal. Then assign the student to the appropriate test session(s).* The student should only be assigned to the content area they did not test at the previous district.</p> <p>NOTE: If the DTC is unable to add the new student, the DTC must contact the MAP Service Line.</p>
a student moves into the district and has taken at least one session of a content area but did not finish the content area prior to moving:	<p>The district has the choice of testing this student. If the district chooses to test, add the new student in the Portal. Then assign the student to the appropriate test session(s).* The student should retake the content area tested at the previous district – this may result in the student taking the same session(s) in more than one district.</p> <p>NOTE: If the DTC is unable to add the new student, the DTC must contact the MAP Service Line.</p>
a student moves from one building to another building within the same district prior to testing:	<p>The DTC should edit the student's information in the Portal before the student begins testing so that the student's scores report to the correct building. The DTC must move the student to a different test session in the Portal.*</p>

<i>If . . .</i>	<i>then . . .</i>
a student moves from one building to another building within the same district after the student has begun testing:	The DTC should edit the student's information in the Portal to update the student's school and put the student in the new test session for the content areas they will test at their new school. NOTE: It is recommended that students complete all sessions for a content area at the same school, if possible.
a student moves out of the district prior to the district test administration window:	Remove the student from any test session in the Portal. Do not log into the test and do not mark any status code(s) for the student.*

*See the *Portal User Guide – Test Management*, available on the **Documents** page of the Portal, <https://mo.drcedirect.com>.

Table 10.1

Please contact the DRC dedicated MAP Service Line at 1-800-544-9868 if there are any questions regarding moving a student within a school or district.

10.2 Contaminated Materials

Test materials are considered **contaminated** due to: a) a student health issue that affects the test book itself (blood, fluids, etc.) or b) contact with any potentially hazardous material.

If test materials are contaminated, the Test Examiner should notify the School Test Coordinator for instructions for handling the contaminated materials since **all** printed testing material must be accounted for. The DTC, STC, or TE is responsible for transcribing the answers into the online system, and then the contaminated test materials must be securely destroyed at the test site by the DTC or STC. The DTC or STC should fill out the Missing Materials section of the Accountability Form to account for the contaminated test materials located under the Materials section of the Portal.

10.3 Resets

A test may be reset for two reasons—a student logged in as another student and took part of a content area **or** a student was not provided an accommodation prescribed in their IEP.

To reset a test, the DTC must contact the DRC MAP Service Line at 800-544-9868.

Additionally, the district must submit a letter to DESE's Office of Accountability Data by June 1, 2022, adhering to the following process.

1. A district reset letter on district letterhead and signed by the superintendent is faxed to DESE's Office of Accountability Data at 573-526-3045.

2. The district reset fax should include the following information:
 - a. Student Name
 - b. MOSIS ID
 - c. Date of Birth
 - d. Grade
 - e. School Name
 - f. County District Code
 - g. District Name
 - h. School Code
 - i. Content Area
 - j. The reason the testing session is being reset/description of the incident
3. The district files a copy of the fax for its records and future reference.

10.4 Test Invalidation

Neither a student's behavior during testing nor the judgment of a student's effort during testing can invalidate a student's test.

A MAP Grade-Level Assessment should be invalidated only if a student is discovered cheating. Cheating is the only time the "Teacher Invalidation" code is used. This code invalidates all sessions of the content area. If a district chooses to use the "Teacher Invalidation" bubble, the test examiner and the STC must agree that the student cheated. The STC should then notify the DTC.

Do not mark the "Teacher Invalidation" box for use of accommodations that result in the student receiving the lowest obtainable scale score. To indicate student cheating, select the "Teacher Invalidation" box for the affected content area in the Portal. (See section 8.8 for instructions.)

If the "Teacher Invalidation" box is used due to cheating, adhere to the following process:

1. The STC and the Test Examiner agree that a particular student's test should be invalidated.
2. A district invalidation letter on district letterhead and signed by the superintendent is faxed to DESE's Office of Accountability Data at 573-526-3045.

3. The district invalidation fax should include the following information:
 - a. Student Name
 - b. MOSIS ID
 - c. Date of Birth
 - d. Grade
 - e. School Name
 - f. County District Code
 - g. District Name
 - h. School Code
 - i. Content Area
 - j. The reason the testing session is being invalidated/description of the incident
4. The district files a copy of the fax for its records and future reference.

10.5 How to Handle Student Absences

If a student is absent for any or all of the MAP Grade-Level Assessments and unable to test in district-determined make-up sessions, then mark the student as absent in the Portal. See section 8.8 for instructions.

11.0 After Testing

11.1 Arrange for the Return Shipment of Test Materials to DRC

DTCs MUST use DRC boxes to return all Paper/Pencil test books and all materials found in the Large Print and Braille kits via UPS. Braille and Large Print Assessments are shipped to the district in a kit that includes boxes and labels necessary for returning testing materials. Paper/Pencil test books may be returned in the same shipping boxes with Braille and Large Print kits.

If the district downloaded Paper/Pencil test books, but did not order any Braille or Large Print test books, the DTC must order DRC boxes and return shipping labels via Additional Materials in the Portal. DRC is responsible for all return shipping costs for the Large Print, Braille, and Paper/Pencil test books; however, the DTC must make shipping arrangements at least 24 hours in advance of package pickup. Detailed information about the Additional Materials process can be found in the *Portal User Guide – User Management*.

11.2 Organize Materials

Make sure that all Large Print, Braille, and Paper/Pencil testing materials, including all materials found in the Large Print and Braille kits, are received from each Test Examiner in the school. Contact any Test Examiner who delays returning student testing materials.

Follow these guidelines for packaging testing materials for the DTC:

1. Obtain Boxes

Test materials must be returned in the DRC boxes. Reuse the boxes in which the Large Print and Braille testing materials arrived. If the DTC does not have DRC boxes or needs additional boxes, the DTC can order these via Additional Materials in the Portal. Prior to packing test materials, securely tape the bottom of each box to prevent breakage. Use three pieces of packing tape and overlap the tape. Make sure it wraps around the sides at least 2 inches.

2. Package Materials

Place the following materials in boxes in the order specified below, with the first items listed on the top in Box 1.

- Paper/Pencil test books (staple, paper clip, or band pages together to ensure loose pages are not lost)
- Braille test books
- Large Print test books
- Braille Test Administrator notes
- Test Administration scripts
- All other materials from Braille/Large Print kits

3. Affix Shipping Labels

- Affix the green non-scorable shipping labels to the boxes. Green labels should be placed on the top of the box on one of the flaps.
- Affix the UPS label to the boxes. UPS labels should be placed on the top of the box on the other flap.

Return shipping labels are scannable and cannot be photocopied. If more return shipping labels are needed, the DTC can order these via Additional Materials in the Portal.

4. Send Materials to the District Test Coordinator

- Do not seal the boxes of test books.
- The DTC will review the contents of each box.

11.3 Package and Ship Testing Materials

Make sure that all testing materials are received from each school in the district.

If a box from an STC is received without a return shipping label on it, affix one of the blank District return shipping labels that were provided in the DTC's Package. Fill out the School information on the label to ensure correct processing.

Do **not** return the following to DRC:

- *Test Coordinator's Manuals* or *Test Examiner's Manuals*
- scratch, grid, and/or graph paper used for the English Language Arts, Mathematics, and Science Assessments (must be **securely** destroyed by district)
- contaminated test materials (must be **securely** destroyed by district; see section 10.2 under Contaminated Materials in this manual)
- unused return shipping labels (destroy at district level)

1. Add Packing Material

To avoid damage caused when materials shift during transit, add sufficient packing material to fill all voids and hold documents firmly in place. We strongly recommend using crumpled, recycled paper for this purpose. Do **not** use foam packing "peanuts" or "popcorn."

2. Seal Boxes

Seal each box securely by overlapping three pieces of packing tape over the top and making sure it wraps around the sides at least 2 inches. This will prevent damage to the boxes and subsequent loss of test materials.

3. Schedule Testing Material Pickup

The DTC will return MAP Grade-Level Assessment testing materials via UPS. Contact UPS no later than May 31, 2022, to schedule your pickup date. Please allow 1–3 days for pickup of your test materials. All materials must be picked up no later than June 6, 2022.

Test materials must be returned via UPS in order to ensure secure tracking of materials.

Materials must be returned in a single shipment unless prior arrangements are made with DRC.

Instructions for scheduling the pickup of MAP Grade-Level Assessment testing materials:

- a. Ensure that each box has a green return shipping label and a UPS-RS label affixed.
- b. Keep all boxes for a school together and store the materials in a secure place until UPS arrives.
- c. If you do not have a daily scheduled pickup, call UPS at 1-866-857-1501. Tell UPS that you would like to schedule a pickup and that you have return service labels. Give the service representative the tracking number on one UPS return service label. This will let UPS know that DRC will be paying all return charges. Also, tell the service representative what day and time your packages will be ready.

NOTE: There is a tear-off portion of the UPS-RS label. You can retain the bottom portion of the label for your records, as it will contain the tracking number for the package.

- d. For answers to any questions regarding the return procedures described in this manual, call the DRC dedicated MAP Service Line at 1-800-544-9868.

Appendix A: Frequently Asked Questions (FAQ)

Q: Can students use white boards to write notes?

A: While the use of white boards is allowed, it is preferred that students use paper/pencil to write notes. The use of dry erase boards provides a better chance for students to see each other's writing.

Q: Can we play music during testing?

A: DESE has no rule opposing this, however, it should not be done during the listening section or if students are using text-to-speech.

Q: Can students read books after testing?

A: This is a district decision.

Q: What do I do with a student in the system that will not be testing?

A: Remove them from any testing sessions they may be in. As long as the student is not part of any testing session and no one ever logs in, no record is created.

Q: What is the cost for each assessment?

A: Assessments cost \$1.80 per student.

Q: What are the qualifications to be a Test Examiner?

A: The examiner must be a district employee, under contract. At a minimum, they must meet the qualifications of a paraprofessional.

Q: Can student teachers act as Test Examiners?

A: No. While student teachers can observe testing, they may not operate as a Test Examiner.

Q: Can you take the sessions out of order?

A: Yes, school districts have the freedom to arrange the testing sessions in any order they choose. The testing sessions are independent and do not reference each other.

Q: Are the practice tests available in paper/pencil format?

A: Yes, paper versions of the practice tests are available. See section 6.4 of this manual for more information.

Q: Besides practice forms, what other tools are there to help prepare students?

A: DRC provides Online Tools Training (OTTs) and Test Tutorials.

- OTTs give users the ability to use the tools available in the INSIGHT testing platform on a variety of item types. OTTs can be accessed at <https://wbte.drccdirect.com/MO/portals/mo>
- Test Tutorials allow users to watch recorded videos that demonstrate the features of INSIGHT and the tools that will be used for the operational assessments. Test Tutorials can be accessed at www.drccdirect.com/all/eca-portal-ui/welcome/MO.

Appendix B: Mathematics Reference Sheets

B.1 Mathematics Reference Sheet Grades 3–5

Standard Units	Metric Units
Conversions – Length	
1 yard (yd) = 3 feet (ft) = 36 inches (in)	1 centimeter (cm) = 10 millimeters (mm)
1 mile (mi) = 1,760 yards (yd) = 5,280 feet (ft)	1 meter (m) = 100 centimeters (cm)
	1 kilometer (km) = 1,000 meters (m)
Conversions – Volume	
1 cup (c) = 8 fluid ounces (fl oz)	1 liter (l) = 1,000 milliliters (ml)
1 pint (pt) = 2 cups (c)	1 liter (l) = 1,000 cubic centimeters (cc)
1 quart (qt) = 2 pints (pt)	
1 gallon (gal) = 4 quarts (qt)	
Conversions – Weight/Mass	
1 pound (lb) = 16 ounces (oz)	1 gram (g) = 1,000 milligrams (mg)
1 ton = 2,000 pounds (lb)	1 kilogram (kg) = 1,000 grams (g)
Conversions – Time	
1 minute (min) = 60 seconds (sec)	
1 hour (hr) = 60 minutes (min)	
1 day = 24 hours (hr)	

Grade Level(s)	Figure	Formula
Area		
3, 4, 5	Rectangle	$A = l \times w$
3, 4, 5	Square	$A = s \times s$
Volume		
5	Rectangular Prism	$V = B \times h$
Note: The volume V of all prisms is $V = B \times h$ where B is the area of the base and h is the height of the prism.		

B.2 Mathematics Reference Sheet Grades 6–8

Standard Units	Metric Units
Conversions – Length	
1 yard (yd) = 3 feet (ft) = 36 inches (in)	1 centimeter (cm) = 10 millimeters (mm)
1 mile (mi) = 1,760 yards (yd) = 5,280 feet (ft)	1 meter (m) = 100 centimeters (cm)
	1 kilometer (km) = 1,000 meters (m)
Conversions – Volume	
1 cup (c) = 8 fluid ounces (fl oz)	1 liter (l) = 1,000 milliliters (ml)
1 pint (pt) = 2 cups (c)	1 liter (l) = 1,000 cubic centimeters (cc)
1 quart (qt) = 2 pints (pt)	
1 gallon (gal) = 4 quarts (qt)	
Conversions – Weight/Mass	
1 pound (lb) = 16 ounces (oz)	1 gram (g) = 1,000 milligrams (mg)
1 ton = 2,000 pounds (lb)	1 kilogram (kg) = 1,000 grams (g)

Grade Level(s)	Figure	Formula
Area		
6, 7, 8	Triangle	$A = \frac{1}{2}bh$
6, 7, 8	Rectangle	$A = lw$
6, 7, 8	Parallelogram	$A = bh$
6, 7, 8	Square	$A = s^2$
7, 8	Circle	$A = \pi r^2$
7, 8	Trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$
Volume		
6, 7, 8	Prism and Cylinder	$V = Bh$
Note: The volume V of all prisms and cylinders is $V = Bh$ where B is the area of the base and h is the height of the prism or cylinder.		
7, 8	Cone and Pyramid	$V = \frac{1}{3}Bh$
Note: The volume V of all cones and pyramids is $V = \frac{1}{3}Bh$ where B is the area of the base and h is the height of the cone or pyramid.		
8	Sphere	$V = \frac{4}{3}\pi r^3$
Additional Formulas		
7, 8	Circumference of Circle	$C = \pi d$
8	Pythagorean Theorem	$c^2 = a^2 + b^2$
8	Slope-Intercept Form	$y = mx + b$
8	Standard Form	$Ax + By = C$

79	Atomic Number
Au	Symbol
Gold	Atomic Name
196.97	Average atomic mass

Numbers within parentheses refer to the atomic mass of the most stable isotope.

D.1 Grade 4 Writer's Checklist

- Narrative Writer's Checklist:
 - My narrative has an effective beginning, middle, and end.
 - My narrative flows smoothly from one idea to another.
 - My narrative develops plot, character(s), and setting.
 - My narrative includes specific and relevant details, reasons, and/or examples.
 - My narrative uses precise and vivid language.
 - My narrative contains sentences that are clear and varied in structure.
 - My narrative includes correct grammar, usage, punctuation, capitalization, and spelling.
 - My narrative uses material from the source(s).
- Informational/Explanatory Writer's Checklist:
 - My essay has an effective beginning, middle, and end.
 - My essay flows smoothly from one idea to another.
 - My essay contains a strong controlling idea that stays on topic.
 - My essay includes specific and relevant details, reasons, and/or examples.
 - My essay uses precise and vivid language.
 - My essay contains sentences that are clear and varied in structure.
 - My essay includes correct grammar, usage, punctuation, capitalization, and spelling.
 - My essay uses material from the source(s).
- Opinion Essay Writer's Checklist:
 - My essay has an effective beginning, middle, and end.
 - My essay flows smoothly from one idea to another.
 - My essay contains a strong controlling idea that stays on topic.
 - My essay includes specific and relevant details, reasons, and/or examples.
 - My essay uses precise and vivid language.
 - My essay contains sentences that are clear and varied in structure.
 - My essay includes correct grammar, usage, punctuation, capitalization, and spelling.
 - My essay uses material from the source(s).

D.2 Grade 8 Writer's Checklist

- Narrative Writer's Checklist:
 - My narrative has an effective beginning, middle, and end.
 - My narrative flows smoothly from one idea to another.
 - My narrative develops plot, character(s), and setting.
 - My narrative includes specific and relevant details, reasons, and/or examples.
 - My narrative uses precise and vivid language.
 - My narrative contains sentences that are clear and varied in structure.
 - My narrative includes correct grammar, usage, punctuation, capitalization, and spelling.
- My narrative uses material from the source(s).
 - Informational/Explanatory Writer's Checklist:
 - My essay has an effective beginning, middle, and end.
 - My essay flows smoothly from one idea to another.
 - My essay contains a strong controlling idea that stays on topic.
 - My essay includes specific and relevant details, reasons, and/or examples.
 - My essay uses precise and vivid language.
 - My essay contains sentences that are clear and varied in structure.
 - My essay includes correct grammar, usage, punctuation, capitalization, and spelling.
 - My essay uses material from the source(s).
- Argumentative Writer's Checklist:
 - My argument has an effective beginning, middle, and end.
 - My argument flows smoothly from one idea to another.
 - My argument contains a clear claim and addresses a counterclaim.
 - My argument includes specific and relevant details, reasons, and/or examples.
 - My argument uses precise and vivid language.
 - My argument contains sentences that are clear and varied in structure.
 - My argument includes correct grammar, usage, punctuation, capitalization, and spelling.
 - My argument uses material from the source(s).

Appendix E: Sample Student Tools/Accommodations Tracking Form

Student Name: _____

Grade/Content: _____

Test Examiner: _____

Approved By: _____

Date: _____

Universal Tools – Automatic These tools are available by default and do not need to be marked.	<input type="checkbox"/> Break (Pause)	<input type="checkbox"/> Masking – Online (GLA)
	<input type="checkbox"/> Calculator (Gr. 6–8, EOC)	<input type="checkbox"/> Protractor
	<input type="checkbox"/> Color Contrast – Online (GLA)	<input type="checkbox"/> Read Aloud Test To Self
	<input type="checkbox"/> English Dictionary	<input type="checkbox"/> Reference Sheet
	<input type="checkbox"/> Grammar Handbook	<input type="checkbox"/> Ruler
	<input type="checkbox"/> Graphing Tool	<input type="checkbox"/> Scratch Paper (Sticky Notes)
	<input type="checkbox"/> Highlighter	<input type="checkbox"/> Strikethrough
	<input type="checkbox"/> Line Guide/Line Reader	<input type="checkbox"/> Thesaurus
	<input type="checkbox"/> Magnification	<input type="checkbox"/> Writing Tools
	<input type="checkbox"/> Mark For Review	

Universal Tools – To Be Marked These tools need to be marked 48 hours prior to testing in order to use them.	<input type="checkbox"/> Bilingual Dictionary	<input type="checkbox"/> Non-Accomm. Paper Based
	<input type="checkbox"/> Color Contrast – Online (EOC)	<input type="checkbox"/> *Read Aloud – Asst. Tech
	<input type="checkbox"/> Color Contrast – Paper	<input type="checkbox"/> *Read Aloud – Human Reader
	<input type="checkbox"/> Color Overlay	<input type="checkbox"/> *Read Aloud – Native Language
	<input type="checkbox"/> Magnification – Asst. Tech	<input type="checkbox"/> *Read Aloud – Text-To-Speech
	<input type="checkbox"/> Masking – Online (EOC)	<input type="checkbox"/> Scribe
	<input type="checkbox"/> Masking – Paper	<input type="checkbox"/> Separate Setting
		<input type="checkbox"/> Translation

Accommodations Accommodations need to be marked 48 hours prior to testing in order to use them.	<input type="checkbox"/> Abacus	<input type="checkbox"/> **Read Aloud – Asst. Tech
	<input type="checkbox"/> Alternate Response Options	<input type="checkbox"/> **Read Aloud – Human Reader
	<input type="checkbox"/> Braille	<input type="checkbox"/> **Read Aloud – Native Language
	<input type="checkbox"/> Calculator (Gr. 3–5)	<input type="checkbox"/> **Read Aloud – Text-To-Speech
	<input type="checkbox"/> Closed Captioning	<input type="checkbox"/> Sign Language
	<input type="checkbox"/> Large Print	<input type="checkbox"/> Specialized Calculator
	<input type="checkbox"/> Multiplication Table (Math)	<input type="checkbox"/> Speech-To-Text – Asst. Tech
	<input type="checkbox"/> Paper Based Assessment	

*Without ELA Reading Passages

**With ELA Reading Passages

Assessment Schedule

[illegible]

Appendix G: Quality Assurance Form



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF COLLEGE AND CAREER READINESS – ASSESSMENT SECTION
QUALITY ASSURANCE – GRADE-LEVEL AND END-OF-COURSE ASSESSMENTS
2021-2022 ACADEMIC YEAR

INSTRUCTIONS

This form is used both for district self-monitoring purposes and by Department of Elementary and Secondary Education (DESE) employees or designees during an on-site Quality Assurance (QA) visit.

The District Test Coordinator (DTC) completes this form during the 2021-2022 administration. All questions on the form should be completed. Each question asked as part of the QA process has a set of possible follow-up questions. These follow-ups are designed to help generate answers to the main question. It is not required to address every possible follow-up.

Additionally, the DTC should participate in **two** classroom observations - one for the Missouri Assessment Program (MAP) Grade-Level and one for EOC (or two MAP Grade-Level if your district does not give EOC assessments). *Note that if the visit is for EOC, the visit **MUST** be for Algebra I, Biology or English II.*

After the QA process is complete, the District Test Coordinator (Self-Monitoring) **OR** the Department employee/designee (On-Site Visit) will submit their answers electronically at <http://tiny.cc/deseqa>. Forms must be entered electronically by **June 24, 2022**.

Important: If you have questions, or need to report testing irregularities or concerns, please contact the Assessment Section at 573-751-3545 or assessment@dese.mo.gov.

ABOUT THE VISIT

As part of the Every Student Succeeds Act (ESSA) required monitoring process, the DESE uses this document as a tool to monitor and strengthen statewide administration of the Missouri Assessment Program's Statewide Assessments. The questions are designed to focus attention and help districts examine important areas of assessment training, administration, and test security.

DISTRICT INFORMATION

NAME OF PERSON FILLING OUT THIS FORM

DISTRICT SELF-MONITORING OR DESE ON-SITE VISIT

SCHOOL DISTRICT NAME

COUNTY-DISTRICT CODE

DISTRICT TEST COORDINATOR NAME

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.



QUALITY ASSURANCE — GRADE-LEVEL/END-OF-COURSE CLASSROOM OBSERVATION

CLASSROOM OBSERVATION

- Is there more than one test examiner/proctor?
- What is the ratio of students to examiner/proctor?
- Is the room quiet and appropriate for testing?
- Is the room free from content or process aides?
- Does the examiner collect logins after the students are in the system or after testing is complete?
- Did the test examiner follow the script from the manual?
- What preventative measures are taken to curb cheating within the testing room?
- If applicable, what is the process for the examiner to get accommodated testing materials (paper/pencil, Braille, or Large Print)?
- Do students have all appropriate physical tools?
- Do students have access to inappropriate items (cell phones, video games, etc.)?
- Is/Are the examiner(s) engaged during testing?
- What process is used by the examiner after testing is complete?

DATE OF VISIT		DATE OF VISIT	
BUILDING NAME/CODE		BUILDING NAME	
TEST EXAMINER NAME		TEST EXAMINER NAME	
GRADE-LEVEL OR EOC ASSESSMENT	GRADE AND/OR CONTENT	GRADE-LEVEL OR EOC ASSESSMENT	GRADE AND/OR CONTENT
OBSERVATION NOTES		OBSERVATION NOTES	



QUALITY ASSURANCE — MISSOURI GRADE-LEVEL/END-OF-COURSE ASSESSMENTS		
NUMBER	QUESTION	ANSWER
1	<p>Explain the process for training district staff for the Grade-Level and EOC Assessments.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Who was in charge of training?• Was the training done individually or in a group(s)?• If training is done in a group(s), is there documentation of attendance?• Who is required to be trained?• How does the district ensure that test examiners and other applicable staff are knowledgeable about the administration requirements and have reviewed the current manual(s) and training webinars prior to testing?	
2	<p>Explain how the district's Grade-Level and EOC Assessment schedule was determined.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• When is the schedule planned?• Who is involved in planning?• What role, if any, do test examiners have in setting their schedules?• Is the schedule set to avoid the possibility of testing students outside of the regular school day?• Are bells suspended during testing?• Did any of the following factors play a role in scheduling and if so, explain why?<ul style="list-style-type: none">○ Amount of available hardware devices○ Computer Lab space○ Other	



QUALITY ASSURANCE — MISSOURI GRADE-LEVEL/END-OF-COURSE ASSESSMENTS

NUMBER	QUESTION	ANSWER
3	<p>Explain the district's procedure for scheduling make-up testing and dealing with interrupted testing sessions.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none"> • What method is used to track absences and make up tests? • What process is used for dealing with discipline issues during testing? • What is the procedure for a power outage or fire alarm activation? 	
4	<p>Explain the district's plan for preparing students for the Grade-Level and EOC assessments.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none"> • What resources are used in preparing students for testing (i.e., district curriculum, data from previous testing, district assessments, interim/benchmark assessments, materials, etc.)? • Is there training for examiners on preparing students for statewide assessments, and if so, what does the training involve? • Did the district use the online tools training for the Grade-Level Assessments/tutorial for EOC? If the answer is yes, how many opportunities were they given to use the online tools training/tutorial? • Did the district use the practice tests? If the answer is yes, how many opportunities were they given to take the practice test and how were the results used? 	



QUALITY ASSURANCE — MISSOURI GRADE-LEVEL/END-OF-COURSE ASSESSMENTS		
NUMBER	QUESTION	ANSWER
5	<p>Explain the district's process for accommodations used during testing.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• What process is used to determine which accommodations are appropriate for student use on testing?• Are these accommodations being used in the everyday classroom?• Does the district train test examiners on the use of accommodations during testing?• Is there documentation for which accommodations are being used by which students, and if so, how is it documented?	
6	<p>Explain the district's test security plan.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Does the district have security statements that must be signed by staff prior to testing?• How are test examiners trained on test security?• What preventative measures are taken to discourage cheating within a computer lab or classroom being used for testing?• What is the procedure for dealing with used scratch, grid, or graph paper?• Does the district have a policy on students having electronic devices including cell phones and smart watches in the testing room?	



QUALITY ASSURANCE — MISSOURI GRADE-LEVEL/END-OF-COURSE ASSESSMENTS

NUMBER	QUESTION	ANSWER
7	<p>Explain the district's process for using translators and transcribers. (Answer N/A if no translator or transcriber was used.)</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Are translators and transcribers required to go through the same training as other test examiners?• Is there additional training for translators or transcribers?• What is the process to choose who will act as a transcriber?• What process was used to determine if a student needed a translator?• How did the district acquire the services of the translator(s)?	
8	<p>Explain the district's technology plan as it relates to the Grade-Level and EOC Assessments.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• How much in advance of the testing window are devices prepared and checked for Grade-Level and EOC testing?• Who is in charge of preparing machines for Grade-Level and EOC testing?• Are the appropriate technical guides and webinars reviewed prior to software installation? If so, who reviews those?• Were there technical issues getting hardware ready for state assessments?• Are tech staff readily available to help out with technical issues that may occur during testing?	



QUALITY ASSURANCE — MISSOURI GRADE-LEVEL/END-OF-COURSE ASSESSMENTS		
NUMBER	QUESTION	ANSWER
9	<p>Explain the district's process for distributing student log-in information to examiners.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none"> • Do examiners print their own test tickets? • If not, who is in charge of printing and distributing log-in information to test examiners? • What process is used by examiners to distribute log-in information to students? • What process is used to ensure the secure destruction of log-in tickets after testing? 	
10	<p>Explain the district's process for distributing, tracking, transcribing and returning test materials for Braille, large print, and paper/pencil assessments.</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none"> • Does the district make use of sign-in/sign-out sheets, and if so who maintains those? • Are the test materials kept secure with limited access? Who has access to these areas? • What steps are taken if test materials are lost? • What process is taken for contaminated tests? • Who is responsible for transcribing student answers into the system? • What procedures are used for ensuring that all Braille, large print, and paper/pencil testing materials are returned to the vendor within the applicable timeframe? 	



QUALITY ASSURANCE — MISSOURI GRADE-LEVEL/END-OF-COURSE ASSESSMENTS

NUMBER	QUESTION	ANSWER
11	<p>Explain the district's process for printing and distributing student score reports?</p> <p>Possible Follow-Ups</p> <ul style="list-style-type: none">• Who is involved in this process?• How does the district ensure that parents/guardians either receive score reports or are notified they are available within 15 days of district receipt?	
12	<p>Based on your interactions with DESE Assessment staff and our testing vendors when you call, email, use the website, etc., are there ways in which you think DESE Assessment staff/DRC/Questar can improve your experience as the Test Coordinator?</p>	



QUALITY ASSURANCE— GRADE-LEVEL/END-OF-COURSE (NOTES)

Appendix H: Pre-Coding

Pre-Coding/Registering Students in the Portal

The process for getting students in the Portal differs between the Spring Summative Assessment and the Practice Forms. Registering students for one of these WILL NOT carry over to the other. If you plan on giving the Practice Form, you will have to complete both processes at the appropriate time.

NOTE: If you mark tools/accommodations for students on the practice form, those tools/accommodations **WILL NOT** carry over to the Spring Summative Assessment and vice versa.

Spring Summative Assessment – Pre-Coding

To register students for the Spring MAP Grade-Level Assessment, your district will need to create a file of students testing to upload to DESE. The file layout template is found at <https://dese.mo.gov/data-system-management/core-datamosis>.

You must submit your file by one of the dates found in the chart below. Each date corresponds with a date in which students will be available in the system to test.

Pre-Code Window	Student Test Setup Available in the Portal
Window 1: January 24 – February 7, 2022	February 21, 2022
Window 2: February 10 – February 25, 2022	March 7, 2022
Window 3: February 28 – March 14, 2022	March 21, 2022

Figure H.1

To submit the Pre-Code File to DESE, login to Web Applications and select the MOSIS Data Collection link. On the welcome page, locate the link for the Spring Summative assessment. Click the link that says “Run A Trial” and upload the file.

Once the file is uploaded, click on the “Errors and Warnings” link to resolve any issues with the file. If there are no issues, or once the error link shows zero, the “Certify” button should become active. Click on the certify button and assure the data is correct. At any point after certification, prior to the deadline, districts may verify and update their data.

To ensure you have student counts correct, review the Assessment Pre-Code Aggregation Report. In the bottom left of the report, student counts by grade can be found.

For questions about Pre-Coding, please contact the office of Data System Management at 573-751-3543 or dsm@dese.mo.gov.

Practice Form – Instructions for Manually Registering Students

Test Setup will be available in the Portal beginning on October 4, 2021. Your district will be responsible for registering students for the Practice Forms. To add students, log into the Portal and go to My Applications>Student Management. If you need assistance adding students, please contact the MAP Service Line.

Individual Student

To upload an individual student, choose the Manage Students tab and choose the administration and school. Then at the bottom of the screen hit the Add Student button.

To add or edit Student information, update the fields that are available.

If accommodations are available, make sure to select any available and applicable accommodation prior to a Student testing.

To apply the updates, click the **Save** button or click the **Save & Add Another** button if adding more than one student.

To cancel and return to the Manage Students screen, click the **Cancel** button.

Multiple Students

To add more than one Student at a time, you can create a file to upload.

First, choose the Upload Multiple Students Tab.

Refer to the **File Layout** for information on the file layout and requirements.

To use a sample file to help build the upload click on **Sample File**.

When the file is ready to upload, click on the **Browse** button and select the file. Once the file is selected, click the **Upload** button. A message will display indicating that the upload is in process.

If issues are found during the file upload, a red banner will appear indicating that the file failed to upload. Click on the **error report** link to view the identified issues that need to be resolved before resubmitting the file for upload.

If no issues are found during the file upload, a green banner will appear indicating the file has been accepted and all records free of errors have been uploaded. You must still check the **error report** link to determine if any records failed to upload. Resolve all records with errors before resubmitting the file for upload.

To add records that contained errors, correct the errors and upload the file again. (You do not have to remove the records that were previously loaded successfully).

Click on **Student file** to view a copy of the last file that was uploaded.

Continue this process until NO errors are found in the file.

Appendix I: INSIGHT Keyboard Shortcuts and Icons

Keyboard shortcuts are available for navigating through the INSIGHT testing system and answering multiple-choice questions. Shortcuts cannot be used to manipulate Technology Enhanced questions, nor can they be used to manipulate additional tools that may be available, such as the line guide or the calculator. These shortcuts are not intended to be a testing accommodation. **Please NOTE: The following keyboard shortcuts are only meant to support desktop platforms (Windows/Mac) – they do not address other devices and/or models students may be using.**

Keyboard Shortcut	Function
Tab	Will move Red Box from one tool to another in forward order (from left to right). The Tab focus default on the tool bar applies to Multiple-Choice items only. CR Short/Extended-Input items will have the focus on the CR response area and to get to the pointer you need to click on the pointer tool. Once focus is on the toolbar, then the tabbing feature will work as it does for Multiple-Choice Items.
Shift + tab	Will move Red Box from one tool to another in reverse order (from right to left). The Tab focus default on the tool bar applies only to multiple-choice items. CR Short/Extended-Input items will have the focus on the CR response area and to get to the pointer you need to click on the pointer tool. Once focus is on the toolbar, then the tabbing feature will work as it does for Multiple-Choice Items.
Enter	Activates the tool that the tab box is around.
Esc	Will close the active pop-up tool. If user selects ESC while on the tool bar with no active tools, the tab box will move to the pointer.
ABCD, abcd	Selects an answer option on a multiple-choice question. Entering one of the letters fills or un-fills the letter bubble before each answer option. Both uppercase and lowercase letters can be used.
Alt (option) + X	Exits the system from each page that has an Exit button.
Ctrl (control ⌘) + {Left, Right, Up, Down arrows}	Will move the active pop-up tools around on the screen (does not include sticky notes).
Ctrl (control ⌘) + Minus (Numerical Row)	Rotates the active tool 1 degree.
Ctrl (control ⌘) + tab	Switches between multiple active pop-up tools on the screen.

Appendix I: INSIGHT Keyboard Shortcuts and Icons, continued










Keyboard Shortcut	Function
Up/Down Arrows	Moves cursor up or down through the list of questions on the Test Progress/Review Page. It will also continue to move the cursor up or down the selection list of calculator choices, or formula sheet choices.
Enter	<p>Selects the highlighted test question from the Review/End Test page.</p> <p>Selects Sign In button after Username and Password are entered.</p> <p>Selects Continue from the Student Verification page.</p> <p>Selects the Go To Page number within the quick navigation dropdown arrow.</p>
Alt + Delete	Will clear the Calculator.
"_"	Will work as a shortcut key for subtraction on all Calculators.
"!"	Will work as a shortcut key for factorial on all Scientific/Graphing Calculators.
"("	Will work as a shortcut key for open parenthesis on Scientific/Graphing Calculators.
")"	Will work as a shortcut key for closed parenthesis on Scientific/Graphing Calculators.
"*"	Will work as a shortcut key for Multiply on all Calculators.
"/"	Will work as a shortcut key for Divide on all Calculators.
"@"	Will work as a shortcut key for Square on all Scientific/Graphing Calculators.
"+"	Will work as a shortcut key for Add on all Calculators.
"0-9"	Will work as shortcut keys for numeric entry on all Calculators.
Backspace	Will work as a shortcut key for Backspace on all Calculators.
Delete	Will work as a delete function on all Calculators (will not work on a Mac).
Enter	Will work as an Enter key on all Calculators (this will not work for the graphing tools).
^	Will work as a shortcut to take a number to a specific power on scientific/graphing Calculators.
Ctrl+plus/minus ('+' or '-')	Will work to rotate ruler/protractor one degree.
" ' " (apostrophe)	Will works as a Negate key on the Basic Calculator.

Appendix I: INSIGHT Keyboard Shortcuts and Icons, continued







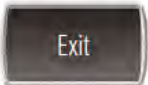
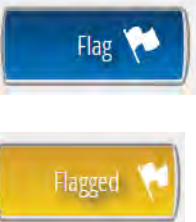
Keyboard Shortcut	Function
F7	Will activate the Audio “tracks” aka Starting point button when Audio is active (on a Mac use FUNC F7). In addition, ESC will also disable TTS starting points view, along with Enter or space Key if starting point is active.
F8	Will activate the Play/Pause button when Audio is active (on a Mac use FUNC F8).
F9	Will activate the Stop button when Audio is active (on a Mac use FUNC F9).
Alt (option) – A	Will activate the Audio Settings Pop-up.
Alt (option) – B	Will activate the Back Button, and move student back a question (for Non-CAT tests).
Alt (option) – N	Will activate the Next button, and move the student forward a question.
Alt (option) – O	Will activate the Options button, Color Chooser selection popup window will open, or close the color chooser pop up.
Alt (option) – R	Activates the Review/End Test button and moves the user to the Review page of the test.
Alt (option) – P	Activates the Pause button and pauses the test.
Alt (option) – F	Activates the flagged button and marks an item as flagged or removes a flag from an item.

Table I.1

Appendix I: INSIGHT Keyboard Shortcuts and Icons, continued

Tool Icon	Tool Name	Tool Definition
	Pointer	<p>The Pointer tool is the default tool that is active when you begin. It is used to select answers as well as other tools and features within the online assessment.</p> <p>The Pointer will change to a pencil head when moved over a multiple-choice answer bubble. Use it to select your answer.</p> <p>If another tool has been selected, you can return to the Pointer tool mode by clicking on the Pointer tool button. This button is at the far left of the tools row.</p>
	Cross-Off	The Cross-Off tool is used to narrow down the possible answer choices by allowing you to mark answer choices you believe to be incorrect. This tool is only available for multiple-choice items.
	Highlighter	The Highlighter tool is used to highlight important information.
	Sticky Note	The Sticky Note allows you to place a short note almost anywhere within the window that contains a question, passage, or scenario. Use a note to mark a special part or to leave a reminder of some important information in that question, passage, or scenario.
	Magnifier	The Magnifier allows you to enlarge the entire screen. Other tools, including the Line Guide , Cross-Off , Highlighter , and Calculator , can be used when the Magnifier is turned on.
	Line Guide	The Line Guide tool provides a horizontal line that brings the focus to a single line of text. The Line Guide can be used to track a passage or an individual question.
  	Measurement Tools	The Measurement Tools button allows you to access the ruler or protractor, which can be used to measure an object. The ruler can be moved around the screen and can also be rotated.

Appendix I: INSIGHT Keyboard Shortcuts and Icons, continued

Tool Icon	Tool Name	Tool Definition
	References	The References button allows you to access the reference materials that are available for your test.
	Periodic Table of the Elements	The Periodic Table of Elements button allows you to access an interactive Periodic Table of Elements.
	Calculator	The Calculator tool may be used to assist with calculations necessary to answer questions on the exam. You will be given a Basic or Scientific calculator.
	Graphing Tool	The Graphing Tool is designed to graph functions when solved for the "Y" variable and has the ability to give the corresponding "Y" values for given "X" values.
	Next Button Back Button	<p>The Next and Back buttons are used to navigate between questions on the test. They are also used to move between pages on multi-page questions.</p> <p>Click on the Next button to move forward to the next question or page.</p> <p>Click on the Back button to move backward to the previous question or page.</p>
	Pause and Resume	When the Pause button is clicked, the test will be temporarily stopped. The test cannot be paused for more than 20 minutes. A countdown timer will be displayed showing how much longer the test will be paused. At any time during the countdown, the test can be resumed by clicking on the Resume button.
	Exit	<p>The Exit button appears on the Pause Page. Click on Exit to close the test.</p> <p>WARNING: If a student exits a test using this button, the test remains incomplete. The student must log in again to complete the test.</p>
	Flag	<p>Click on the Flag button to mark a test question for review at a later time. When you click on the Flag button, the color of the button will change to yellow to indicate the question is flagged.</p> <p>To unflag a test question, use the Pointer tool to click the button again.</p>

Appendix I: INSIGHT Keyboard Shortcuts and Icons, continued

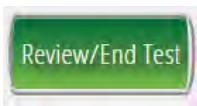



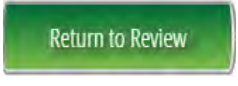

Tool Icon	Tool Name	Tool Definition
	Review/End Test	The Review/End Test button allows you to see all of the test questions you have flagged for review. The Review Page also shows which questions have been answered and which have not.
	Return to Questions	The Return to Questions button appears on the Review Page. Clicking Return to Questions will take the student back to the most recently visited question. The student can then review any questions, and proceed by clicking Review/End Test again.
	End Test	The End Test button appears on the Review Page. Clicking this button will provide a prompt for the student to confirm whether they would like to Return to Review or Submit .
	Submit	The Submit button appears on the window that prompts a student to Return to Review or Submit . Selecting the Submit button will end the exam.
	Return to Review	The Return to Review button appears on the window that prompts a student to Return to Review or Submit . Selecting the Return to Review button will take the student back to the Review Page.
	Go to Question	To quickly navigate to any question, passage, or scenario on the test, click on the down arrow next to the question number in the upper-left corner of the screen. A list of all available test questions and scenarios will appear. Click on the number of the test question, passage, or scenario you want to go to, and that question will appear on the screen. Click on the passage or scenario and you will be taken to the first question that appears with the passage or scenario.

Table I.2

Review Page Key


Key Icon	Key Description
<input type="checkbox"/>	Unanswered item
<input checked="" type="checkbox"/>	Answered item
	Flagged item
S	Scenario indicator for Science; example: (S1)
P	Passage indicator for ELA; example: (P1)

Table I.3



***Grade-Level Assessments
Test Coordinator's Manual***

